

PROFESSOR - MERIT (ON-TIME)

definition

A merit increase is an advancement in step not involving change in rank.

general information

- Associate Professors are eligible for merit increases every two (2) years. Full Professors are eligible for merit increases every three (3) years up until Step IX.
- The department must consider the candidate's teaching, research and creative work, professional activity, and University and public service since the last personnel action.

references

- [The CALL, Regular Professor Series.](#)

dossier submission

➤ **Original + 1 copy of entire dossier**

Dean's Final Merit Short Form

- If applicable, list the joint or split appointment(s).

If applicable, a copy of the joint appointment waiver form.

Salary History record

- Be sure to include all pages.

Data Summary, Page 2 (Vote Page)

Data Summary, Pages 3-6

- Be sure to have candidate initial bottom right corner of each page prior to committee review.

Prior Certification page

- This page must be read by the candidate and signed before any committee review or committee/department votes.
- List any information and evidence supplied by the candidate at the bottom of page.

Research/Teaching Statement

- No more than five pages long.

After Certification page

- This page must be read by the candidate and signed after the department votes on action.
- This page must have a date LATER than the prior certification page.

Departmental Report

- Written by Chair, a report on the faculty vote and their recommendation. This can be included in the "Departmental Evaluation" box on the merit short form.

Chair's confidential letter (if applicable)

- Giving Chair's own opinion

Ad hoc Committee Report

- Best practice – signatures on separate page

Candidate CV/Bibliography

publications and teaching evaluations

Submit all publications and teaching evaluations since last review. In publication box, on top of the publications, place one copy of the "Inventory" (listing all the publications), with checkmarks to the left for each publication submitted.

routing and approval

The HSSEAS APO office will inspect, analyze, and recap the case then forward to the Dean for review. The Dean has final approval authority on the merit action. The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean's authority.

dat

The action must be entered in DAT before submitting the case to the Dean's office.

edb

Professional series employees are paid from Sub 0, these transactions are subject to the HSSEAS fiscal close "freeze" periods. Please follow the year-end instructions to add these actions at the appropriate time. When approved, please follow the steps in the EDB manual, [C5.0 EDB ACADEMIC ACTIONS - MERIT INCREASES](#).

HSSEAS APO contact

If you have any questions at all about merits, please contact the HSSEAS APO Director at x57506.