

CST Merit Salary Awards – Information and Guidelines

Revised November 1, 2018

This document provides information and guidelines for annual merit salary review process, and is an updated version of the document provided earlier this fall. Additional information on the merit salary review guidelines are in the Temple-TAUP contract and in the *Guidelines for Merit Awards for Schools, Colleges and Units Governed by the Collective Bargaining Agreement (revised April 30, 2018)*.

Informational and procedural points:

- Each fall the Dean receives from the Provost's office the merit salary pool for the College.
- The merit pool is based on a percentage of the total salaries for *all* full-time faculty, irrespective of the sources of the salaries: i.e. departmental, research grant supported, or a combination of both.
- There are separate merit pools for TT faculty and NTT faculty.
- For the TT faculty pool, the Dean distributes merit sub-pools to each Department, based on faculty number (primary criteria), research expenditures, and course hours generated.
- The Dean retains a portion for his/her use and for use by the College Merit Review Committee.
- All of the merit units received by the College must be fully distributed.
- One merit unit = \$600. Half-merit units may be awarded in individual categories (R,T,S), but only if a full merit unit (or more) is the output in the "Total Merit Units" entry space.
- *All* full-time faculty – TT, NTT-Instructional, NTT-Research, NTT-Practice Track - are members of the bargaining unit and therefore are eligible for merit review if they have submitted an Annual Report of Faculty Accomplishments (ARoFA). The ARoFA submission is to be regarded as a self-nomination for consideration for merit award review.
- Related to the above: Full-time Faculty on any track cannot recommend merit for themselves – the contractual process of merit review needs to be followed, if the ARoFA is filed.
- The merit award review window coincides with the ARoFA window, which is the previous academic year (July 1 → June 30).
- Merit award recommendations for excellence in instruction, research and service must have justifications (*see examples next page*). Merit awards are for recognition of accomplishments that bring the faculty member's performance above a satisfactory baseline of accomplishments. It is insufficient to award merit for a continuing "good" job (or similar language). The Provost's office carefully reviews the recommendations, and has returned recommendations that do not contain language that is meritorious in nature.
- Merit may not be given for excellence in a specific category if the faculty member's contract does not specify that assigned activity. The Provost's office checks the merit recommendations against the assigned activities. This situation could arise, for example, with a research NTT faculty member who has been teaching, but where the teaching component is not specified in the contract. No merit can be awarded for excellence in instruction in this instance. The solution is to have a revised contract already in place that describes the (new) instructional component.

- If no merit is being awarded for a category please place a “zero” in the that category (T, R, S). The accompanying note section should state why the faculty member is not qualified to receive merit (e.g., performance is not above normal expectations).
- Large class size and/or high grading load alone does not justify allocation of merit for teaching.
- NTT Faculty members may not be awarded merit across all three categories.
- The Across-the-Board (ATB) amount (not related to merit awarded) is automatically added each year, as specified in the contract.
- If a faculty member has submitted their intention to resign their position, with an effective date prior to the merit distribution period (May of the next year), they should not receive any merit units. Please mention the resignation and its effective date in the note section.
- A faculty member who is retiring or is approved for transition to retirement is still eligible to receive merit. Unless otherwise stipulated, retirement occurs at the end of one’s current appointment, or at the end of the academic year (June 30). A portion of their merit value would be distributed before the retirement goes into effect. The retirement as well as the retirement date should be included in the notes along with the merit justification.

Some Examples to Help Guide Merit Recommendation Language

The examples are slightly modified forms of actual language used, and also includes OVPFA suggestions (“Do’s and Don’t’s). Recommended merit units are not included.

“DO’S”

Dr. X published yyy research papers in flagship journals in the field and gave several invited talks. Also received a CST Teaching award.
Outstanding publication productivity (xx journal articles and yy conference papers. Best paper award at a high-profile conference); 2 new grants (1 as PI, 60K; 1 as Co-PI, 420K); Strong service to research community (NSF grant review panel; editorial staff member for ...) ; zz keynote/plenary talks at high-profile conferences.
Dr. Y published w peer-reviewed papers (mid-author); Has 2 continuing grants (NIH); Dr. Y developed and taught a new course that received strong student evaluations; serves on 2 journal editorial boards
A consistently excellent teacher (high SFF scores), supportive peer reviews, and unique teaching expertise that would be hard to replace
One of the best teachers in the Department; Consistently very high SFFs and also received the CST Distinguished Teaching Award last year
Dr. Z did not have any grants or publications (research), and repeated as a laboratory instructor in a course where the material was mostly prepared for him. Although these contributions filled a departmental need they did not reach a meritorious level.
Dr. T provides accomplished instruction in recitations and laboratories

“DON’TS”

“Good teaching performance” “Good SFFs” (“good” is inadequate; also, any assertions must be backed up)
Carries a high grading load in a writing-intensive course (a high load is not a criteria for merit)
Works solely on a grant as, or with, a PI (meritorious, if there is demonstrable output)

Phrases that support a merit award recommendation

- **Excellent** performance/teaching/service (give evidence)
- **Outstanding** or **exemplary** contributions to service to the Dept/College/University/Profession
- Consistently **performs at an elevated level** (give evidence)
- Exhibits a **high standard** for achievement (give evidence)
- **Talented** instructor (as evidenced by...)
- **Demonstrated teaching excellence**
- **Strongly involved in important department service** (provide example(s))

Phrases that *don't* support a merit award recommendation

- **Good** teaching performance
- **Competent** course instruction
- Teaching/Research/Service at **expected** levels
- **Good** SFFs

Half Unit Merit Distribution Examples

**At least one full unit must be awarded in the “Total Units” column before a half unit can be issued.

ACCEPTABLE

TUId	Last Name	First Name	Title	Track	School/College	Department	R Units	T U nits	S Units	Total Units
91234567	Doe	Jane	Instructor of Teach	Non Ten-Track	Science & Technology	Biology	0	0.5	0.5	1

TUId	Last Name	First Name	Title	Track	School/College	Department	R Units	T U nits	S Units	Total Units
97654321	Smith	John	Research Asst. Prof.	Tenure – Track	Science & Technology	Chemistry	0.5	0	2.0	2.5

TUId	Last Name	First Name	Title	Track	School/College	Department	R Units	T U nits	S Units	Total Units
913579111	Jones	Jessica	Assoc. Professor	Tenure – Track	Science & Technology	Mathematics	0.5	0.5	0.5	1.5

UNACCEPTABLE

TUId	Last Name	First Name	Title	Track	School/College	Department	R Units	T U nits	S Units	Total Units
92468101	Schmo	Joe	Professor	Tenured	Science & Technology	Physics	0	0.5	0	0.5