

**2.4. Merit Pay Review Process** (Adopted by the LBJ School of Public Affairs on Dec. 18, 1995; schedule revised 25 February, 2002; point total revised April, 2005; revised October, 2005; revised on April 18, 2011)

1. For each budgeted LBJ School faculty member paid at least in part during an academic year from faculty salaries, the Subcommittee will review the following materials, provided written permission is received from the faculty member.

- the faculty member's Annual Reports submitted to the Dean's Office.
- the faculty member's complete instructor and course evaluations for the Academic Year. (Some teaching evaluations may be available in the Dean's Office.)
- a current complete curriculum vitae.

Faculty who opt not to agree in writing (or by e-mail communication) will not be evaluated by the Subcommittee and will have no merit salary increase recommended for them for the following year. It is the responsibility of the faculty member to make sure that all documents are available prior to November 1.

2. The Subcommittee will complete its review by the end of November. Materials reviewed will be limited to those identified above. Except for exceptional circumstances (e.g., no instructor and course evaluations because of a leave of absence or of a special assignment), any faculty member with no file in the Dean's Office of the materials to be reviewed by the Subcommittee will not be evaluated.

3. Each Subcommittee member will evaluate the performance of every faculty member (including the other members of the Subcommittee) along with all appropriate dimensions of professional contributions in the areas of teaching, research, and public service using the following point evaluation system:

<u>teaching</u>	<u>research</u>	<u>public service</u>
3 – excellent	3 – excellent	3 – excellent
2 – good	2 – good	2 – good
1 – satisfactory	1 – satisfactory	1 – satisfactory
0 – no evidence	0 – no evidence	0 – no evidence

4. The maximum number of points for any faculty member is 9. For faculty members not evaluated, 0 points will be assigned.

5. Each Subcommittee member will produce a point total for every other faculty member. These point totals will be given to Business Office Director or Assistant Dean for Administration. She/he will derive an average point total for each evaluated faculty member by adding the 3 assessments and dividing by 3.

6. The average point total for each faculty member will be multiplied by the fraction of time a person is appointed to a budgeted line position and paid from faculty salary funds (20- and 14- account) to give an adjusted point total. For example, a person on half-time administrative service would have the point total halved. A person on modified service is not included in the budget, and would have a point total of 0 (see 9 below).
7. The funds available for faculty merit increases will be divided by the sum of all these adjusted point totals, one per faculty member, to yield a dollar value per salary point.
8. To compute the merit increase for an individual faculty member, that person's adjusted point total will be multiplied by the dollar value of a point. This merit increase reflects the fraction of time a faculty member is in the budget and appointed to faculty salary account.
9. A person holding an appointment to an endowed chair or professorship that pays a portion of the academic rate should have the corresponding portion of his/her merit increase taken from the endowment income.
10. The Subcommittee, in separate action, will evaluate and make merit salary recommendations – using the teaching point system (0 to 3) only – for (a) any faculty member who expects to hold modified service appointments for the following academic year and (b) any non-tenure track faculty who teach in the LBJ School under a multi-year, non-tenure contract. Any such salary increase for modified-service or non-tenured faculty will not affect budgeted faculty members' merit increases, as all salary funds used for annual modified service appointments and non-tenure track appointments are "soft" funds from leaves of absence, vacant lines, or other sources.

#### Schedule

October 1 - the Dean's Office will send an authorization form (see attached authorization form) to all faculty members who wish to be considered for a merit pay review.

November 1 - each faculty member is responsible for providing all records needed for the merit pay review process to the Dean's Office: a full and complete curriculum vitae; teaching evaluations for the previous year and an annual reports for the previous year.

December 1 - the Merit Review Committee provides a complete set of merit pay review forms to the Chair of the Budget Council and Business Office Director or Assistant Dean for Administration.