

College of Liberal Arts

Merit Raise Guidelines

The points that follow delineate the process for determining faculty merit salary increases and the method for informing faculty of their merit increases.

1. CLA department heads will develop appropriate merit raise policies and then convey those policies periodically to faculty in writing. Particular care should be taken to see that faculty new to the department receive a statement of those policies.
2. CLA department heads will request a written annual report of professional activities, including teaching, from every faculty member.
3. CLA department heads will provide a letter to accompany new compensation statements. Heads should include the individual faculty member's salary increase in dollars and as a percentage of the previous salary, as well as indicate any strategic plan increase. Finally, heads should indicate their willingness to meet personally with faculty members to discuss their raise with them.
4. CLA department heads will use formal mechanisms, such as yearly reviews and annual reports, and informal daily interactions to work with faculty members to set and to realize professional goals, noting individual accomplishments and expectations in their yearly letters of evaluation.