

Professional Track Faculty Merit Policy Checklist

Per the University of Maryland Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty (approved by the University Senate April 23, 2015 and approved by the President May 4, 2015), all UMD units are required to integrate PTK faculty into their merit pay system. Any unit serving as the primary appointment home for PTK faculty needs to have a merit pay system for its PTK faculty. Units may do this in one of two ways. They can:

- (a) Integrate PTK faculty into existing merit pay procedures, ensuring procedures adequately apply to both T/TT and PTK faculty, or
- (b) Develop a separate merit pay plan for PTK faculty.

To the degree possible, unit merit pay processes for PTK faculty should operate in the same manner as the process for T/TT faculty in the unit. All units should at minimum meet the following requirements:

REQUIRED ELEMENTS.	In unit plan:
1. Each unit shall have a merit pay distribution plan for PTK faculty. The plan must be approved by a majority of the faculty in the unit who are affected by the plan in a secret ballot. Following approval by the faculty, each unit's merit pay distribution plan shall be reviewed for sufficiency and consistency with the University merit pay policy first by the Dean and then by the Senate's Faculty Affairs Committee.	
2. PTK faculty should have voting representation on committees tasked with development or revision of merit pay policies and plans including PTK faculty.	
3. Merit is distinct from COLA and promotion increases, and merit decisions shall be made based on the evaluation criteria and the reviewee's performance. Merit pay shall not be assigned based on across the board raises or a unit-wide quota.	
4. The merit plan states that unit-level merit reviews for PTK instructional faculty shall be conducted by a Merit Pay Committee that includes voting representation from the affected faculty. The Merit Pay Committee must be directly elected by a majority of the affected faculty in a secret ballot and must include meaningful representation of faculty from the affected faculty ranks. Insofar as possible, the Merit Pay Committee's composition will also reflect the gender and racial distribution and the various scholarly interests of the unit.	
5. The merit pay plan shall include appropriate procedures for unit-level merit reviews for PTK research faculty, either using a Merit Pay Committee as noted in item 4 above or using a different process appropriate for the unit that includes approval of the department chair.	
6. The merit plan specifies eligibility for PTK faculty, noting whether the unit imposes a requirement for eligibility based on FTE. PTK faculty with appointments of 50% or greater shall be eligible for merit pay. Unit plans may extend eligibility to PTK faculty with appointments of less than 50% at the unit's discretion.	
7. The merit plan accounts for differences in a) PTK faculty titles and b) full-time or part-time status.	
8. The merit plan states that evaluations should reflect performance over at least the immediate past three years. PTK faculty assessment for merit will be based on performance and there will be no penalty for periods during which PTK faculty	

were not employed by the University. For years when merit pay is not available, the achievements of faculty will be taken into consideration during the next year in which merit pay is available.	
9. PTK faculty who are currently employed and have been employed for any period of time during the immediate past three years are eligible to be considered for merit.	
10. The merit plan specifies the process for handling merit reviews when reviewee has appointments in more than one unit.	
11. The merit pay plan provides clear criteria and conditions for merit, and clearly articulates the evaluation procedure for assessing contributions to research/creative activity, teaching/advising, or service.	
12. The merit plan includes a full description of the application and review process for merit, including but not limited to:	
a. The materials to be submitted by the faculty member;	
b. To whom the faculty member submits the materials;	
c. Application deadlines and maximum time to review; and	
d. Where appropriate, separate merit guidelines are provided for different tracks (research, clinical, instructional).	
13. The merit plan should articulate whether the Merit Pay Committee is advisory to the chair or whether it works with the chair to distribute merit dollars.	
14. The merit plan states how the Merit Pay Committee's recommendations will be communicated to the department chair.	
15. The merit plan will specify the responsibilities of the department chair. These responsibilities include: <ul style="list-style-type: none"> • Report to the Merit Pay Committee his or her final salary recommendations decision. • Certify (along with the Merit Pay Committee) that they have followed the unit's Merit Pay Distribution Plan or will indicate areas where they have deviated, providing a rationale. • Review the makeup of the Merit Pay Committee over the previous five years to assure that a reasonable representation of faculty diversity has been achieved and if it has not, take appropriate action to rectify the situation. • Evaluate the salary structure of the department annually and consult with the appropriate administrators (Dean or the Provost) to address salary compression or salary inequities that have developed in the unit. • Give the unit information on available sources of funds for merit increases during the process each year. 	
16. The merit plan specifies that merit pay decisions must be communicated in writing to PTK faculty by the chair. The letter to the faculty member will include a summary of the Merit Pay Committee's evaluation and how the evaluation was used to assign the merit increase. The letter will inform the faculty member that s/he may request a meeting with the chair to receive an explanation of the merit pay decision.	
17. The merit plan states the process for appealing merit pay decisions.	
18. The plan specifies that new PTK hires will receive a copy of the unit's merit pay policy.	

Best Practices in PTK Merit Pay

School of Architecture, Planning, and Preservation

The School of Architecture, Planning, and Preservation (ARCH) incorporates all PTK faculty with appointments of 50% FTE or greater into its existing merit pay process through the School-Wide Merit Pay Committee. The committee is composed of four representatives from any rank with one from each of the four Programs. The members do not have to be members of any Program's merit subcommittee, and the Program faculty can decide whether the members should be appointed by the Director or elected by a majority of the T/TT faculty in a secret ballot. Membership should reflect diversity of the School (in terms of gender, race, and scholarly interest).

Faculty are evaluated on research and creative activity, teaching and advising, and service, depending on the faculty member's Work Load Distribution Plan, which allocates percentage of effort for each of the categories depending on the faculty member's duties. The merit guidelines acknowledge that PTK faculty may not be engaged in all three areas and should only be assessed on those areas where they are expected to contribute.

In the School, Program merit subcommittees may be formed and may provide the Director and the School-Wide Merit Pay Committee with ranking recommendations. In cases where no Program subcommittee was formed, the School-wide committee will carry out the review process and develop rankings. The School-Wide Merit Pay Committee will assess all annual rankings and average them with scores from the previous two years. The School-Wide Merit Pay Committee will use the rankings to create three tiers, and will divide the merit funds and allocate them to the tiers according to the formula spelled out in the merit pay plan. The committee shall deliver its report on the distribution of funds to the Dean. The Dean will allocate additional funding set aside to address special issues, and will send a letter to each faculty member informing them of the committee's evaluation and ranking and the faculty member's new salary. The School provides an appeal process for all faculty eligible for merit pay.

School of Public Health

In the School of Public Health, each unit is responsible for providing merit review guidelines for PKT faculty. These guidelines are subject to approve by the School. However, the School has defined College-wide guidelines as well.

In the School, merit pay reflects primarily an individual's contributions during the previous calendar year, but an assessment of performance over three years is also considered. For years when merit pay is not available, the achievements of the PTK faculty members will be taken into consideration for that year (or years) during the next year in which merit pay is available. PTK faculty contributions are assessed in terms of research and scholarship, teaching and mentoring, and service, though the weighting the three areas may vary by individual circumstance since PTK faculty may be focused on one or more of these areas depending on their responsibilities. The School indicates that all units should have objective criteria for measuring excellence.

Department of Psychology

The Department of Psychology conducts merit reviews for PTK faculty in defined processes that are separate from T/TT merit processes. All PTK faculty in the unit are eligible to be considered for merit.

Instructional Faculty

All lecturers in the unit (including part-time and full-time faculty) are evaluated annually by the Lecturer Review Committee (LRC). The LRC is composed of all T/TT faculty on the Undergraduate Committee (x number of faculty), one lecturer (serving on Undergraduate Committee and/or elected by peers), and the chair of the Undergraduate Committee. Lecturers will be evaluated on teaching performance, and may be considered for service contributions if the faculty member and chair agree on how teaching and service should be weighted. The LRC follows the same procedures used by the Merit Review Committee for T/TT faculty, and will use an anchored six-point rating scale. Merit ratings reflect performance over the past three calendar years. The LRC reports ratings from each committee member to the department chair, along with any specific feedback for particular lecturers, and recommendations on whether specific lecturers should be considered for promotion or Adjunct Faculty II status.

The department chair will determine the funds available for COLA and merit raises, not to exceed the proportion allowed for T/TT faculty in that year. The chair will determine salary increases and will communicate to each lecturer: their merit rating on teaching and service (if applicable) and overall merit rating, as well as any qualitative comments from the committee; the weights used in calculating overall merit; the resulting salary increments for COLA, merit, or other adjustments; and the total new salary.

The department provides an appeal process for lecturers unsatisfied with the process, through discussion with the department chair and further appeal with the BSOS Associate Dean for Undergraduate Studies.

Research Faculty

Post-Docs, Faculty Assistants, and other specialized PTK faculty: the unit currently conducts individual reviews, with close involvement of the PI. The department feels that the job duties of these faculty vary greatly, and the PI is in some cases the only individual who understands the job duties of the faculty member and whether they are meeting expectations.

Department of Geographical Sciences

The Department of Geographical Sciences conducts merit reviews for PTK faculty in defined processes that are separate from T/TT merit processes. All PTK faculty in the unit are eligible to be considered for merit.

Instructional Faculty

The unit uses a Lecturer Merit Pay Committee to advise the chair on merit pay for instructional faculty. The committee is composed of the Associate Chair, the Director of Undergraduate Studies, and one elected full-time Lecturer. The committee meets each spring to review the accomplishments of full and part-time lecturers. Lecturers will be evaluated on teaching performance, and may be considered for service contributions if appropriate. Merit ratings reflect performance over the past three calendar years. In years without merit, the committee meets and assigns rankings to be used in subsequent years when merit is available.

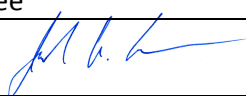
Research Faculty

The unit has one committee for review of research professors, with a process very similar to the T/TT faculty merit review process. The Research Director will select a slate of six candidates for the merit review committee, and research faculty will vote for no more than four to serve on the committee. Criteria related to research are defined in a document agreed to by the faculty in February 2005. The committee can also consider contributions in service and/or teaching, as applicable.

For review of other PTK faculty such as Faculty Specialists, the unit typically uses a process similar to a staff Performance, Review, and Development (PRD) process, with close engagement of the PI that the faculty member works with and subsequent review by the Research Director and Department Chair. Since Faculty Specialists in the unit have such diverse job duties, the unit felt it may not be possible to engage a committee in the review process. However, the review process is supported by a clear rubric; all reviews are conducted using a standardized review form that asks uniform questions for all faculty.



**University Senate
CHARGE**

Date:	September 27, 2016
To:	KerryAnn O'Meara Chair, Faculty Affairs Committee
From:	Jordan A. Goodman Chair-Elect, University Senate 
Subject:	Professional Track Faculty Merit Pay Policy
Senate Document #:	16-17-13
Deadline:	March 31, 2017

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee (FAC) consider how best to incorporate merit pay information for professional track faculty into University policy at the University of Maryland.

Specifically, we ask that you:

1. Review the University of Maryland, College Park Policy on Faculty Merit Pay Distribution ([VII-4.00 \[A\]](#)).
2. Consider how best to incorporate the principles related to merit outlined in the [UM Guidelines for Appointment, Evaluation, and Promotion of Professional Track Faculty](#) into University policy.
3. Consider whether the University of Maryland, College Park Policy on Faculty Merit Pay Distribution should be revised, or whether development of a new policy is necessary to address the unique needs of professional track faculty.
4. Consider how best to incorporate merit policy information for all full-time and part-time professional track faculty at all percentages of appointments.
5. Consult with a representative from the University's Office of Faculty Affairs.
6. Consult with the University's Office of General Counsel on any proposed recommendations.

We ask that you submit a report to the Senate Office no later than March 31, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

JAG/rm