

University of North Texas

Faculty Merit Guidelines

Fiscal Year 2020

We are fortunate to again have merit funds to distribute to our UNT faculty and staff. The purpose of this document is to provide some guidelines and, in some instances, requirements for merit distribution to faculty. Deans will be notified of their pool amount by the Office of the Provost. The allocation is based on all centrally funded faculty positions within a budget. The total distribution of merit pay increases may not exceed the authorized pool.

Merit Definition and Distribution: Merit should be awarded based on an individual's contributions to research, teaching, and service, and all merit decisions are to be based on faculty evaluations. Recommendations from departments submitting "across the board" type increases will be returned to the department, with instructions to generate merit that reflects the full range of faculty performance levels. Note that a faculty member may receive no raise.

Eligibility Considerations:

- Faculty who have received an overall Not Satisfactory rating **are not eligible** for a salary increase.
 - The annual review on file as of 9/1/2019 should be used for consideration of merit.
- Faculty members who did not submit an annual review for 2018-19 will be ineligible for merit absent extraordinary circumstances approved by the Provost.
- The faculty member must have completed all mandatory training requirements between March 1, 2019 and February 29, 2020.
- Individuals who have not been employed by UNT for at least 6 months (start date on or before September 1, 2019) at the time the increase is implemented **are not eligible** for a salary increase.
- Individuals promoted into a new faculty position, received a counter-offer, market or equity raise, or salary adjustment related to rank promotion, Distinguished Teaching, Distinguished Research, and/or Regents Professor effective September 1, 2019, and who were hired on or before May 1, 2019 **are eligible** for a merit increase.
- Modified Service Faculty are eligible for a merit increase.
- Salary increases for individuals with dual appointments should be determined through consideration between the relevant department chairs and/or division heads.
- Salary increases for individuals who will permanently be wholly or partially compensated on local or grant funding should follow the same general merit increase guidelines. State funds should not be utilized to provide salary increases for locally or grant funded positions.

Steps in the merit salary pay request, review and approval:

- Campus-wide communication will be disseminated no later than December 20, 2020 by the Office of the President.
- Funding spreadsheets, merit guidelines and forms will be distributed to the Vice Presidents for distribution no later than January 21, 2020.
- The "Recommendation for Faculty Merit Increase Above 5%" form is to be used to review and authorize increases effective March 1, 2020. **A form is only needed for merit recommendations above 5%.**
- For any proposed merit pay increases greater than 5%, the form must be submitted to the division Vice President and President for review and approval before the merit is applied.
- Vice President and President – must approve/deny recommendations greater than 5%.

- The Office of Academic Resources – verification of funding spreadsheets
- University Budget Office – verification of the percentage/salary increase and allocation amount.
- All completed spreadsheets and approved merit forms for over 5% must be submitted to the Office of Academic Resources no later than February 7, 2020, and to the University Budget Office no later than February 14, 2020.
- The new monthly salary is **effective** March 1, 2020 and will be paid on **April 1, 2020**.
- All approved recommendations for merit will be applied to the individual employee's budgeted salary effective March 1, 2020 (April 1, 2020 pay check). No changes can be made after submission of the recommendation except for documented errors.

If you have questions, please contact the University Budget Office at ext. 3233 or the Office of Academic Resources at ext. 2496 for assistance.