Civil and Environmental Engineering Department
Policy for Performance-Based Distribution of Merit Increases for In-Unit Faculty

Purpose: To recognize and reward meritorious activities of faculty.

Definition: Meritorious activity is superior to performance which is satisfactory; thus, being judged satisfactory does not qualify one to receive merit, nor does one's not receiving merit imply that a faculty member's work was unsatisfactory.

Eligibility Criteria: Eligible faculty are those whose overall annual evaluations are "good" or better, cannot have an evaluation of "unsatisfactory" in any assigned area, and in accordance with conditions articulated in the CBA.

Procedure/Method of Distribution:

a. **Allocation of merit funds:**
   1. Out of the total merit funds available, 10% but not less than $2,000 is provided as the "Chair's Discretionary Fund" to be allocated at the Chair's discretion to recognize merit.
   2. The remaining merit funds will be distributed using the formula outlined below.

b. **Identification of faculty for merit increases:**
   1. The Chair will evaluate the faculty using the annual evaluation table for each effort category (Teaching, Research, Service, and Administrative - as applicable) on a scale of 1 to 5, as shown in the table below. The final score for each faculty will be calculated using the weight applied to each category, which will be based on the annual effort distribution and differential assignment.

Category	Rating (R)					Level of effort assigned (α)	Weighted Rating (αR)
	Unsatisfactory	Satisfactory	Good	Very Good	Outstanding		
	1	2	3	4	5		
Teaching							
Research							
Service							
Administrative							
Weighted Overall Score (S)	---	---	---	---	---	---	

c. Calculation of Weighted Overall Score (S)

The overall scores in each category (Teaching, Research, Service, and Administrative - as applicable) will be weighted by the corresponding level of effort assigned to determine the "Weighted Overall Score (S)." The formula to compute S is provided below, referring to the table for symbol definitions, where the subscripts T, R, S, and A correspond to Teaching, Research, Service, and Administrative assignments, respectively:

$$S = \Sigma(\alpha R) = \alpha_T\ R_T + \alpha_R\ R_R + \alpha_S\ R_S + \alpha_A\ R_A,$$
$$\text{Where: } \alpha_T + \alpha_R + \alpha_S + \alpha_A = 1.0$$

Example:

Category	Level of effort assigned (α)	Rating (R)	Weighted Rating (αR)
Teaching	30%	3	0.9
Research	60%	2	1.2
Service	10%	4	0.4
Administrative	0	0	0
Weighted Overall Score (S)	$S = \Sigma(\alpha\ R)$ $\rightarrow$		2.5

d. Merit increase amounts

The merit increases will be distributed based on the "Weighted Overall Score (S)" and will be allocated to faculty in two groups, as follows:

1. Group 1: Faculty scoring between S_{min1} and S_{min2}, and
2. Group 2: Faculty scoring above S_{min2}

Where:

$S_{min1} = 3.00$

$S_{min2} = 4.25$

Exclusive of the Chair's Discretionary Fund, which is allocated by the Chair in addition to the amounts specified below, the merit increases will be the same dollar amount for faculty scoring in each group above and will be determined by the following equation.

$$T = x_1\ n_1 + x_2\ n_2 = x_1\ n_1 + \beta\ x_1\ n_2 = x_1\ (n_1 + \beta\ n_2)$$

Where:

T = Total net merit funds in the pool of faculty (excluding Chair's Discretionary Fund)

$\beta = 1.5$: Multiplication factor for Group 2 (i.e., 50% higher merit increase)

n_1 = Number of faculty in Group 1; n_2 = Number of faculty in Group 2

x_1 = Merit raise per faculty in Group 1; x_2 = Merit raise per faculty in Group 2

Accordingly, the base merit raise per faculty, excluding the Chair's Discretionary Fund, is computed as:

$x_1 = T / (n_1 + \beta\, n_2)$ = Merit raise ($) per faculty in Group 1

$x_2 = \beta\, x_1$ = Merit raise ($) per faculty in Group 2

If there are no faculty members in Group 1 (i.e., $n_1 = 0$), the available funds will be distributed equally for the faculty in Group 2 as follows:

$T = x_2\, n_2$

$x_2 = T / n_2$

Example:

Total funds available for merit raise = $23,333.33

Discretionary funds allocated for chair = 10% x $23,333.33 = $2,333.33

Total net funds available for merit raises = T = $23,333.33 - $2,333.33 = $21,000.00

Faculty grouping based on Weighted Overall Scores (S):

Group 1 → 6 faculty members

Group 2 → 4 faculty members

Merit raise amounts:

Group 1 → 21,000/ (6+1.5 x 4) = $1,750

Group 2 → 1,750 x 1.5 = $2,625

Future Revisions and Updating of the Policy

The committee will revisit these merit policy guidelines as directed by the chair.

Compliance with the Requirements of the University

If implementing the procedure above conflicts with the superseding requirements of the university, including the CBA, the Chair shall make the best efforts to distribute funds consistent with those superseding requirements, minimizing deviation from the above-stated unit procedure.

Recommended for Approval by the Department: 9/25/2025
Approved by the Dean: 10/17/2025
Approved by Provost Faculty Leadership & Success: 01/12/2025