

University of North Texas

Faculty Merit Guidelines
Fiscal Year 2022

Each division has been allocated a 2% merit pool of resources for fiscal year 2022 to be utilized for faculty merit salary increases. Department heads 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. Employees paid from multiple funding sources **must** have equal percentages on all sources of funds.

The pool may only be used for merit pay increases. The total distribution of merit pay increases may not exceed the authorized pool.

MERIT PAY GUIDELINES FOR FACULTY EMPLOYEES

The purpose of this document is to provide some guidelines and, in some instances, requirements for merit distribution to faculty. Merit for sponsored projects must adhere to the university-wide merit guidelines. Merit for all other funded positions will be dependent on funds available. These guidelines support university-wide efforts for a pay-for-performance culture.

MERIT RECOMMENDATION:

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 with noted justifications.

TO BE ELIGIBLE FOR THE MERIT INCREASE, FACULTY MUST MEET THE FOLLOWING CRITERIA:

- A. Faculty who have received an overall Not Satisfactory rating are not eligible for a salary increase.
 - The annual review on file as of May 31, 2021 should be used for consideration of merit.
- B. Faculty members who did not submit an annual review for 2020-2021 will be ineligible for merit absent extraordinary circumstances approved by the Provost.
- C. Eligible faculty must have been employed with the University in a retirement and insurance eligible position on or before May 1, 2021 without a break in service.
- D. The faculty member must be compliant with the following mandatory training requirements as of October 31, 2021:
 - UNT Policies & Title IX: Preventing Discrimination, Harassment, Sexual Misconduct & Retaliation
 - Annual Cybersecurity Awareness Training
 - Division-specific equity, diversity, and inclusion training: Anti-Bias and Cultural Awareness Training
- E. 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, 2021, and who were hired on or before May 1, 2021 **are eligible** for a merit increase.
- F. Modified Service Faculty are eligible for a merit increase.
- G. Salary increases for individuals with dual appointments should be determined through

consideration between the relevant department chairs and/or division heads.

- H. 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.

CALCULATION OF INCREASES: The spreadsheet will provide automatic calculations of each employee's new annualized salary. Explanations for the calculations and instructions for using the spreadsheet are included in the email accompanying the spreadsheet.

STEPS IN THE MERIT SALARY PAY REQUEST, REVIEW AND APPROVAL:

- Campus-wide communication will be disseminated no later than September 30, 2021 by the Office of the President.
- Funding spreadsheets, merit guidelines, and forms will be distributed to the Vice Presidents for distribution no later than October 13, 2021.
- The "Recommendation for Faculty Merit Increase Above 5%" form is to be used to review and authorize increases effective November 1, 2021. **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.

- Any merit recommendations of 0% must include a justification of why no merit will be awarded.
- Vice President and President – must approve/deny recommendations greater than 5%.
- The Office of Academic Resources – verification of funding spreadsheets and verification of criteria listed in items A, C, D, and E of this document.
- Administrative Services and Office of Equal Opportunity– verification of criteria listed in item B of this document.
- 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 October 20, 2021, and to the University Budget Office no later than October 27, 2021.

All approved recommendations for merit will be applied to the individual employee's budgeted salary effective November 1, 2021 and will be paid on the December 1, 2021 paycheck. 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.