December 1, 2013

To: Deans, Directors, Department Heads/Chairs, Faculty Members, & Librarians

From: James V. Staros, Senior Vice Chancellor & Provost

Subject: Across-the-Board Increases & Merit Awards for MSP Bargaining-Unit Members, effective January 2014


Across-the-Board Increases

The CBA’s Article 26.5A calls for each MSP bargaining-unit member on the payroll as of December 28, 2013 to receive a salary increase of 0.5%, effective the first pay period of January 2014. Under rare circumstances, a bargaining-unit member may be denied that increase for unsatisfactory performance, as described in Article 26.7A

Merit Awards

Merit awards recognize meritorious performance for Academic Year 2011-2012. Such awards may not be distributed as across-the-board increases and may not be limited to a predetermined percentage of eligible members. We intend to complete the merit-award process by the end of fall semester 2013 in order to pay the increases on time.

Eligibility for Merit Awards

With few exceptions, bargaining-unit members who were hired before September 1, 2012 and who are on the payroll on December 28, 2013 will be eligible to receive a permanent salary increase in the form of a merit award, effective the first pay period in January 2014. In particular note that the following unit members are eligible for merit awards:

- Individuals funded through a grant, contract, or trust fund, provided that the funding account has sufficient funds;
- Individuals on sabbatical leave; however, any increase will be proportionate to the percentage of annual compensation in effect for the duration of the leave;
- Individuals on approved paid leave (such as sick leave);
- Individuals on leave without pay; however, payment of the increase will not begin until he or she has returned from leave;
- Individuals on replacement loan to other departments, programs, or libraries; however, the distribution and allocation of such individuals’ merit awards and
contributions to the merit pools shall be proportionate to the distribution of their salary funding.

The following bargaining-unit members will not be evaluated for merit increases:
- Bargaining-unit members who were hired between September 1, 2012 and August 31, 2013 and who are on the payroll December 28, 2013; however, this group will automatically receive a salary increase of 1.25% and the aggregate of their increases will not contribute to the total merit pool available for other members.
- Bargaining-unit members whose initial appointments began on or later than September 1, 2013.
- Bargaining-unit members whose appointments are not being renewed.
- Tenure candidates not being recommended by the Chancellor for tenure.

Calculation of the Merit Pools

Merit awards for eligible bargaining-unit members will come from three merit pools that collectively equal 1.25% of the aggregate of those employees’ annual salaries (as of December 28, 2013) after application of the 0.5% across-the-board increase described in Article 26.5A of the CBA. Article 26.8A prescribes the creation of three merit pools:

Pool 1 consists of 50% of the total merit pool; that is, 0.625% of the aggregate of all eligible bargaining-unit members’ salaries. Pool 1 will be allocated to academic units at the department/program/library level based on the number of full-time-equivalent bargaining-unit members in each unit as a percentage of all eligible bargaining-unit members. Allocations from this pool typically are influenced most by the recommendations of personnel committees.

Pool 2 consists of 15% of the total merit pool; that is, 0.188% of the aggregate of eligible bargaining-unit members’ salaries. Pool 2 will be allocated to academic units at the department/program/library level based on the number of full-time-equivalent bargaining-unit members in each unit as a percentage of all eligible bargaining-unit members. Allocations from this pool typically are influenced most by the recommendations of chairs/heads.

Pool 3 consists of 35% of the total merit pool; that is, 0.438% of the aggregate of eligible bargaining-unit members’ salaries. Pool 3 will be allocated to academic units at the college/school/library level based on the number of full-time-equivalent bargaining-unit members in each unit as a percentage of all eligible bargaining-unit members. Allocations from this pool typically are influenced most by the recommendations of deans/directors.

Criteria for Merit Awards

In all cases, merit recommendations and decisions are based on a bargaining-unit member’s performance, as reflected in his or her annual report, for AY 2011-2012. Evaluations of tenure-stream faculty members must consider their contributions in each of the three traditional areas of responsibility: teaching; research, creative or professional activity; and service. Contract faculty (lecturers, clinical faculty, research faculty) must be evaluated for merit based on the quality of their performance in their areas of assigned responsibilities. For example, lecturers who have no responsibility for research should not be evaluated on or disadvantaged by the absence of research in
their AFRs. Librarians’ contributions must be carefully evaluated in accordance with the CBA’s Article 20.7.

**Merit Award Process**

As required by the CBA’s Article 26.8A, consideration for and award of merit increases follows this process:

1. The Provost’s Office provides to each college/library personnel officer an electronic merit spreadsheet listing that college’s bargaining-unit members and the funds available in each merit pool for each department.
2. The college/library personnel officers (electronically) distribute applicable spreadsheets to each department chair/head and personnel committee (PC).
3. After reviewing the annual report for each eligible bargaining-unit member, the PC adds to the spreadsheet its recommendations for the award of merit increases (if any) for each eligible member from each of the three merit pools available. The PC forwards the spreadsheet (electronically) with recommendations to the department head/chair.
4. The head/chair adds his/her own award recommendations to the spreadsheet. If the head/chair’s recommendation for Pool 1 differs from that of the PC for any eligible member, the head/chair must inform the PC and give the PC an opportunity to comment. The head/chair forwards (electronically) the spreadsheet, annual reports, and any PC-added comments to the dean/director.
5. The dean/director adds his or her own award recommendations to each spreadsheet. If the dean/director’s recommendation for Pool 1 differs from that of the PC for any of the eligible members, the dean/director must inform the PC and give the PC an opportunity to comment. The dean/director forwards to the Provost’s Office (to JohnBryan@provost.umass.edu) the spreadsheet and any relevant PC comments.
6. The dean/director informs (electronically in writing) all college faculty and chairs/heads of the principles on which he/she has based recommendations for awards from Pools 2 and 3.
7. The dean/director provides to the DPC, chair/head, and Provost a separate written explanation for recommending awards from Pools 2 and 3 that differ from the recommendations of the PC.
8. The Provost reviews the materials and recommendations, determines each member’s award from each pool, and provides the results to each college/library.
9. The college/library informs each bargaining-unit member of:
   a. The total funds available to the department.
   b. All recommendations for that member from the PC, chair/head, and dean/director.
   c. The final award as determined by the Provost.

**Conclusion**

A faculty member who is uncertain of his/her eligibility for merit consideration should contact his/her dean’s office. If you have any other questions, please contact my office (JohnBryan@provost.umass.edu).