November 19, 2012

MEMORANDUM TO: Deans, Directors, Department Heads and Chairpersons, Faculty Members and Director of Libraries and Librarians

SUBJECT: Merit Awards for Bargaining Unit Members

The current collective bargaining agreement (2012-2014) with the MSP provides the establishment of a merit pool for bargaining unit faculty and librarians effective December 30, 2013. We intend to complete the process prior to the end of the current semester in order to pay the increases on time. The merit pools have been calculated based on projected December 30, 2012 salaries inclusive of the 0.05% increase described in section 26.2A of the contract. Bargaining unit status has been determined by the nature of appointment as of November 4, 2012.

I. Merit Pool

Effective 12/30/12, each bargaining unit member on the payroll on November 4, 2012, and had an appointment during academic year 2010-2011, shall be eligible to receive a salary rate increase in the form of a merit award from a 1.25% merit pool based on the total annual salary rate of all full-time employee equivalents in the bargaining unit and on the payroll as of November 4, 2012, excluding bargaining unit members appointed between September 1, 2011 and August 31, 2012. Bargaining unit members hired between September 1, 2011 and August 31, 2012 and who are on the payroll December 29, 2012, shall receive a merit award of 1.25% - all such awards shall be deducted from the total the merit pool available.

II. Calculation of the Merit Pool

The merit pools shall be distributed to bargaining unit members in accordance with Article 26.8A of the 2012-2014 MSP contract, to recognize meritorious performance for Academic Year 2010-2011. Such awards shall not be distributed as across-the-board increases, nor shall they be limited to a predetermined percentage of bargaining unit members eligible.
(a) Pool 1 (50% of the merit pool) shall be distributed to bargaining unit members in accordance with Article XXVI, Section 26.8A of the 2012-2014 MSP contract to recognize meritorious performance. Such monies shall be allocated to departments/programs/libraries on a pro-rata basis of the number of full-time equivalent bargaining unit members in each department/program/library as of 11/4/12 as a percentage of the number of full-time equivalent bargaining unit members in the overall bargaining unit as of the same date, excluding bargaining unit members appointed between September 1, 2011 and August 31, 2012.

(b) Pool 2 (15% of the merit pool) shall be awarded by the Employer/University Administration to bargaining unit members to recognize meritorious performance, after consultation with the appropriate departments/programs/libraries. The pool shall be allocated to departments/programs/libraries on a pro-rata basis of the number of full-time of the number of full-time equivalent bargaining unit members in each department/program/library as of November 4, 2012 as a percentage of the number of full-time equivalent bargaining unit members in the overall bargaining unit as of the same date, excluding bargaining unit members appointed between September 1, 2011 and August 31, 2012.

(c) Pool 3 (35% of the merit pool) shall be allocated to appropriate schools, faculties, colleges, libraries or other analogous units of a pro-rata basis of the number of full-time equivalent bargaining unit members in the school, faculty, college, library or other analogous unit as of November 4, 2012 excluding bargaining unit members appointed between September 1, 2011 and August 31, 2012.

III. Eligibility

All bargaining unit members who meet the eligibility criteria under section one, Merit Pool, except those whose appointments are not being renewed and tenure candidates not being recommended by the chancellor for tenure, shall be eligible for merit awards, including the following:

(a) individuals funded through a grant, contract, or trust fund, provided that sufficient funds are available in the account in accordance with Article 30.2 of the 2012-14 MSP contract;

(b) individuals on sabbatical leave, provided that the payment shall be proportionate to the bargaining unit member’s fraction of appointment during the term of the sabbatical leave and shall be raised to the appropriate rate of
increase upon his/her return to regular duties. Individuals on approved paid leave shall not be disadvantaged in the merit process by such leaves;

(c) individuals on leave without pay, provided that payment shall not commence until regular duties have been resumed;

(d) individuals on replacement loan to other departments/programs/libraries, provided that they shall be counted for allocation purposes in the department/program/library where normally employed to the extent of the fraction of appointment in the department/program/library where normally employed.

IV. Process

Merit recommendations and decisions shall take into consideration the annual report for the academic year 2010-2011. In the case of faculty members, contributions in each of the areas of teaching, research, creative or professional activity; and service must be carefully evaluated. Contract faculty should be evaluated for merit based on the quality of their performance in their area of assigned responsibilities. In the case of librarians, contributions shall be carefully evaluated in accordance with Article 20.6. of the 2012-2014 MSP contract.

A merit spreadsheet containing a listing of bargaining unit members and information on dollars available in the merit pools will be distributed to department and library personnel committees.

Department and library personnel committees shall first provide to the department head or chair written recommendations for distribution of Pool 1 and shall be invited to provide recommendations for the distribution of Pools 2 and 3. Department heads and chairs shall forward all evaluations and recommendations to the dean or Director of Libraries (DOL), together with their own comments and recommendations. In addition, any individual wishing to make a recommendation about a faculty member may do so by writing to the relevant dean, or in the case of librarians, to the Director of Libraries. Such recommendations should be submitted within the next two weeks.

After considering these recommendations and completing their own evaluations, the deans and DOL shall provide the Provost with both their own written recommendations and the departmental recommendations for the distribution of the pool. After reviewing all recommendations, the Provost shall determine all awards.

Whenever an academic administrative official's recommended merit increment for the distribution of merit Pool 1 differs from the original faculty or librarian
recommendation, the departmental or librarian personnel committee involved shall be provided by the academic official with the opportunity to comment on the proposed changes. Any comments shall be forwarded to successive administrative levels, together with the academic administrative official's recommendation.

Before forwarding their recommendations to the Provost, each dean and the Director of Libraries will notify department personnel committees and department heads and chairs of the principles on which his or her recommendations for the distribution of Pools 2 and 3 were based, and will provide a separate explanation for recommendations from this pool which differ from the original faculty or librarian recommendation and are not explained by the description of principles.

Once the Provost has determined all merit awards, bargaining unit members shall be informed of the amounts awarded to them under pools 1, 2 and 3. Each bargaining unit member shall be informed of the total merit funds available to the department, the personnel committee’s recommendation, the department chairperson/head’s recommendation, the dean/director of libraries recommendation, and the final award.

I hope this information clarifies the merit process. If you have any questions about whether you are eligible for merit consideration, please contact your dean’s office. If you have any other questions, please contact my office.

James V. Staros  
Provost