A 2% merit program for faculty and staff will be effective September 1, 2012. This document outlines the criteria and procedures for awarding merit to faculty who exhibited meritorious performance during 2011. Faculty annual reviews are a valuable resource to identify individuals who qualify for salary merit.

CRITERIA
The criteria below determine faculty eligibility for a merit consideration. Departments and colleges are to use their own criteria in evaluating amount of merit warranted by each individual.

Eligible
(a) Benefits eligible faculty with appointments effective on or before September 1, 2011 and continuously employed at TTU.

(b) Faculty must have a current faculty annual report for year 2011 (dated spring 2012 or after).

Ineligible
(a) Faculty who received any increase in compensation after March 1, 2012 (i.e., merit, equity, reclassification, etc.).

(b) Non-benefits eligible faculty.

(c) Faculty who are scheduled to retire or terminate prior to September 1, 2012.

(d) Faculty hired after September 1, 2011.

Other Criteria
- Supplements are excluded from merit calculations.
- Criteria and procedures established by each department and/or college are to be considered in determining merit priorities.
- Selection of individuals or allocation of merit funds must not be made based on race, color, religion, sex, age, disability, genetic information, national origin, or veteran status.
- Deans should convene a meeting with chairs or equivalent to review the merit salary instructions.
- Although the 2% merit amount (apportioned according to total faculty salary budget within units) will be provided based on the departments’ individual FOPs according to the salary distribution, chairs/area coordinators will recommend increases on merit only in the range of 0% to 2.5% (with at least some nominal number of 0% increases among the recommendations) based on instructions and approvals by their respective deans. Deans may hold back up to 50% of the pool.
(i.e., 1% allocation) for targeted distribution in consultation with chairpersons.

- Deans and their executive staff colleagues are to review all recommendations of chairs and approve merit increases as deemed appropriate, based strictly on merit. This round of increases should generally be in the range of 0-2.5% and some overall 0% increases should emerge from the total collegiate unit faculty population. Thus, the range of raises from the University provided 2% pool should be in the range of 0-5% for every collegiate unit.
- In rare instances, and where the college has the available funding, the Dean may add additional discretionary salary resources to supplement a maximum 5% raise up to 9% total, but these instances must be small in number and approved individually by the Provost.
- It is the College’s responsibility to insure that the overall college budget is in balance.

**MERIT POOL FUNDING**

Merit pools were determined by taking 2% of all eligible employees’ base salary. Please use the chart below to determine which merit pools will receive merit and fringe funding centrally, and which will require merits to be absorbed within the Fund’s current budget.

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Funding Method</th>
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<tbody>
<tr>
<td>E&amp;G State FOPs (11A)</td>
<td>Budget increase to cover merit pool defined above will be provided to respective 11A FOP(s).</td>
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<tr>
<td>Competitive Knowledge Fund (11B014)</td>
<td>Budget increase to cover merit pool defined above will be provided to a central 11A FOP.</td>
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<tr>
<td>Designated Tuition Funds (16A)</td>
<td>Budget increase to cover merit pool defined above plus estimated fringes of 18% will be provided to respective 16A FOP(s).</td>
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<tr>
<td>ALL Other Funds</td>
<td>No additional budget provided centrally.</td>
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