

---

1 **FACULTY SENATE** **SOUTHEAST MISSOURI STATE UNIVERSITY**

2  
3 **FACULTY SENATE BILL 23-A-7**

4  
5  
6 Approved by the Faculty Senate  
7 March 20, 2024

8 **BRIEF SUMMARY:** Removal of language concerning chairperson evaluation and referral to  
9 Department Chairperson section of handbook (Chapter 2, Faculty Merit Pay Policy).

10  
11  
12 **ACTION OF BILL** (REVISING “Faculty Merit Pay” language in the Faculty Handbook to  
13 remove chairperson review language)

14  
**BE IT RESOLVED:** subject to the passage and approval of this bill, Chapter 2, Faculty Merit  
Pay Policy of the *Faculty Handbook* be amended by replacing the existing content with the  
following:

15 **TITLE OF BILL (Faculty Merit Pay) Post Professorial Merit (see Faculty Tenure and**  
16 **Promotion Policy)**

17  
18 **Chapter 2, Faculty Merit Pay Policy**

19 Faculty Merit Pay Policy

20 Faculty Senate Bill 23-A-7 begins here.

21 **Underlying Principles**

- 22 1. The established mechanisms of awarding tenure, promotion, and post professorial merit  
23 (see Faculty Tenure and Promotion Policy) serve, among other purposes, to provide  
24 periodic salary increases to those tenured and tenure-track faculty whose performance,  
25 measured against departmental or unit criteria, is determined to meet certain levels for  
26 certain periods of time, and who are otherwise eligible. Those mechanisms provide a type  
27 of "merit pay" system for certain faculty.
- 28 2. This Faculty Merit Pay Policy is intended to provide a type of "merit pay" system for all  
29 full-time faculty, regardless of whether they are eligible for the additional rewards of  
30 tenure, promotion, or post-professorial merit.
- 31 3. The objectives of this policy include the following:  
32 a) to provide a mechanism for determining that a faculty member's annual performance is  
33 satisfactory, in that it has met certain defined minimum expectations for performance,  
34 b) to provide a mechanism of awarding annual salary increases to satisfactorily-

- 35 performing faculty members, and  
36 c) to provide a mechanism of awarding periodic larger salary increases to non-tenure  
37 track faculty whose performance warrants such recognition.
- 38 4. The provisions of this policy shall be applicable to all full-time faculty members, as well  
39 as dual appointment faculty (to be considered in the base department only) and those  
40 faculty members with 50 percent or less released time for administrative responsibilities.
- 41 5. This policy provides for the establishment of two sets of departmental performance  
42 criteria, one for each of the two programs set out below. Department criteria will be  
43 discipline specific and performance based. They will include specific indicators of faculty  
44 performance in the areas of teaching effectiveness, professional growth, and service to  
45 the university, as appropriate to the individual faculty member's contract status. Where  
46 appropriate, criteria should be designed not only to reward individual achievement but  
47 also to reward contributions of individuals as members of the department team. Nothing  
48 in the criteria may contradict other provisions of the Faculty Handbook. Until such time  
49 as new or revised criteria are approved, existing criteria remain in force.
- 50 6. In addition to the two programs described under this policy, there exists a third merit pay  
51 program that is applicable only to those faculty members who hold the rank of Professor.  
52 This Post-Professorial Merit Pay program is described under the Faculty Tenure and  
53 Promotion Policy.

#### 54 **Faculty Annual Merit Program**

55 **Development of Annual Performance Criteria.** The full-time faculty of each academic  
56 department or equivalent unit shall as a whole develop, approve, and publish criteria that define  
57 minimum annual expectations for performance by the individual faculty member. Criteria must  
58 be applicable to both non-tenure track faculty as well as to tenure-track or tenured faculty,  
59 though the criteria and expectations need not be the same.

60 **Annual Performance Evaluation.** The full-time faculty of each academic department or  
61 equivalent unit shall as a whole determine and publish the process to be used to conduct the  
62 annual evaluation of faculty member performance. Annual evaluations shall be conducted  
63 according to the procedures and calendar set out below.

64 For evaluation of the chairperson, See Department Chairpersons (Chapter 1) for modifications of  
65 the procedure below. Evaluation of faculty members is conducted by department committee,  
66 designee, or chairperson as agreed upon by the department. If conducted by a committee or  
67 designee, the annual report is also made available to the department chairperson for optional  
68 review and comments prior to communication of results to the faculty member.

69 In the case of review by committee or designee, results and justification are communicated to the  
70 faculty member and chairperson in writing. In the case of review by the chairperson, results and  
71 justification are communicated in writing to the faculty member.

---

72 If the reviewing party and the faculty member agree with the evaluation results, the process is  
73 concluded and results are forwarded to the college dean.

74 If the reviewing party and faculty member are not in agreement: in the case of committee or  
75 designee review of annual performance, the faculty member or chairperson can request  
76 clarification from the department committee or designee. In the case of chairperson review of  
77 annual performance, the faculty member can request clarification from the chairperson.

78 If no resolution can be obtained, the faculty member or chairperson can appeal to the college  
79 T&P committee.

80 The college committee's recommendation, along with the evaluation and justification, shall be  
81 communicated in writing to the faculty member and the department chairperson. Within the  
82 indicated time, the department chairperson may make an inquiry to the department committee, or  
83 where appropriate, the college tenure and promotion advisory committee regarding the  
84 evaluation of a specific faculty member, and that committee will provide a response.

85 If the chairperson is not in agreement with that evaluation, the chairperson shall forward all  
86 written evaluations and justifications, and a written response from the faculty member, if the  
87 faculty member so chooses, to the dean.

88 The dean shall provide a resolution that shall be forwarded to the provost and the involved  
89 parties. (For Kent Library faculty, the appellate body shall be the university tenure and  
90 promotion advisory committee, which shall fill the same roles as those filled by the college  
91 tenure and promotion advisory committee for non-library faculty.)

92 Each faculty member determined to have met the minimum expectations for performance as  
93 defined by the criteria, shall receive the standard increase to base salary. (Continuous  
94 performance that meets minimum expectations as defined by departmental criteria does not  
95 assure tenure, promotion, or post-professorial merit.)

96 The annual review will identify faculty who are meeting minimum expectations, as determined  
97 by departmental criteria. These faculty will receive a salary increase funded by a pool consisting  
98 of at least 87.5 percent of the aggregate amount of each year's faculty salary increase determined  
99 through the annual budget review process. Promotions to Associate Professor and Professor shall  
100 be funded as a "cost of continuing", determined by the annual budget review process.

101 *Amended by Faculty Senate Bill 11-A-28, May, 4, 2011, reviewed by President May 2011, approved by Board of Regents May 13,*  
102 *2011*

### 103 **Calendar for Annual Performance Program.**

104 The performance evaluation process shall be conducted according to this calendar:

105 **January 31:** Faculty reports are due for accomplishments and contributions of the previous year.

106 **February 1 - March 1:** Notices of departmental committee recommendations regarding  
107 performance meeting or not meeting minimum expectations are communicated in writing to  
108 faculty. In cases where a chairperson has been delegated the responsibility of evaluating  
109 faculty members, the chairperson shall communicate in writing their evaluation and  
110 justification to the faculty members. In all cases, the faculty member will acknowledge receipt  
111 of evaluation recommendations in writing.

112

113 **March 2-March 12:** Within this time period, a faculty member who is not in agreement with  
114 their evaluation by the department committee or chairperson may appeal that evaluation to  
115 the college tenure and promotion advisory committee.

116 **March 13- April 15:** Appeals made to the college tenure and promotion advisory committee  
117 shall be decided and the evaluation and justification communicated in writing to the faculty  
118 member and to the department chairperson. During this time, if the chairperson is not in  
119 agreement with an evaluation from either the department committee or college tenure and  
120 promotion committee, the chairperson shall forward all written evaluations and justifications,  
121 and a written response from the faculty member, if the faculty member so chooses, to the dean.  
122 The dean shall provide a resolution that shall be forwarded to the provost and the involved  
123 parties.

#### 124 **Non-Tenure Track Faculty Merit Program**

125 ***Development of Criteria for Non-Tenure Track Faculty Merit.*** In addition, the full-time faculty  
126 of each department or equivalent unit shall as a whole develop and approve criteria for periodic  
127 recognition of non-tenure track faculty. These criteria shall reflect higher than minimum  
128 performance, similar to the way that tenure, promotion, and post-professorial merit criteria (see  
129 Faculty Tenure and Promotion Policy) reflect higher than minimum performance. For a period of  
130 three years following the final approval of a revision of these criteria, a faculty member applying  
131 for Non-Tenure Track Faculty Merit may elect to be evaluated by the previous criteria.

132 ***Performance Evaluation for Non-Tenure Track Faculty Merit.*** The full-time faculty of each  
133 academic department or equivalent unit shall as a whole determine the process to be used to  
134 conduct the separate periodic evaluation of the performance of eligible non-tenure track faculty  
135 members. An individual non-tenure track faculty member is eligible to apply for periodic Non-  
136 Tenure Track Faculty Merit in the fourth year of full-time employment and each four years after  
137 having received such recognition. The evaluation shall be conducted according to the calendar  
138 set out below. Each faculty member determined to have met the expectations for performance as  
139 defined by the criteria, shall receive an increase to base salary.

140 For non-tenure track merit, the amount of the base pay increase (**see table below**) shall be  
141 reviewed during the fiscal year budget review process and even years thereafter.

---

**Non-Tenure Track Faculty Merit**  
**Monetary Amounts as of Fiscal Year 2013**  
Level                      Base Pay Increase  
Non-Tenure Track                      \$2500

142  
143  
144  
145

*Approved by Faculty Senate Bill 12-A-4 February 15, 2012, Reviewed by President February 2012,  
Approved by Board of Regents June 20, 2012, Approved by Faculty Senate Bill 15-A-4 on 2/25/15,  
Reviewed by President 4/14/15, Approved by Board of Regents 5/8/15*

146  
147  
148

<u>Action</u>	<u>Date</u>
Introduced to Senate	2/28/2024
Second Senate Meeting	3/20/2024
Faculty Senate Vote	3/20/2024
President's Review	4/9/2024
Posted to Faculty Handbook	

**Action**

149