In compliance with the University of Maryland Policy on Faculty Merit Pay Distribution as revised in May 2010, this document provides a merit pay distribution plan for tenured and tenure-track faculty in the Department of Atmospheric and Oceanic Science. This plan was approved by secret ballot of the tenured and tenure-track faculty unanimously on 7 April, 2011.

**Merit Pay Committee**

A Merit Pay Committee consisting of three faculty members will serve to advise the Chair on merit pay distribution. The Committee will be directly elected via secret ballot held annually by the tenure-track and tenured faculty for staggered two-year terms, and will contain a distribution of tenure-track and tenured faculty. Insofar as possible, the Merit Pay Committee’s composition over a period of years will reflect the scholarly interests, gender and racial distribution of the Department. Election to consecutive terms is not allowed.

Each year the Department will provide the Committee with documentation of faculty achievements for the immediately preceding year, based on EvalUM reports and on each faculty member’s completion of the campus Faculty Activity Report and on the submission of their current CV. These documents will be retained by the Committee for at least three years, or until they are no longer to be used during faculty evaluations.

The Merit Pay Committee will evaluate and rank faculty accomplishments based for the most part on research (R), teaching (T), service (S). This evaluation and ranking will give significant weight to contributions in research/scholarship/creative activity, teaching, advising and service over the preceding three years. Measures to be used in this evaluation will include the quantity and quality of publications in refereed journals/conferences, success in acquisition of research funding, teaching contributions, evidence of active student and postdoc mentoring, level of service on departmental and campus committees, and leadership contributions to external professional organizations, journals and conferences. The committee will provide a report on the methodology used, will certify that it has followed the Department’s Merit Pay Distribution Plan, or will provide a rationale in any situations where it has deviated from the plan, and will provide a spreadsheet to the chair and for use by subsequent committees with the final R, T, and S rankings. The Chair will evaluate R, T, and S for the three members on the committee. The Chair will use the Merit Pay Committee spreadsheet, taking into account the Merit Pay Committee report as appropriate, to determine the actual merit dollar distribution. For each year when merit pay is not available, the achievements of faculty members for that year will be taken into consideration during the next year in which merit pay is available.
Chair’s Responsibility

Each year the Chair will review the makeup of the Merit Pay Committee over the previous five years to assure that a reasonable representation of the faculty has been achieved, and if it has not, the Chair will take appropriate actions to rectify the situation.

The Chair has the responsibility to determine merit increases and merit dollar distribution, subject to the approval of the Dean, and will be advised in this endeavor by the Merit Pay Committee as outlined above. Merit pay will be distributed in dollar increments rather than as a percentage of salary.

The Chair will do his/her own independent assessment of the Merit Pay Committee results in order to ensure that individual accomplishments in R, T, and S that might be unknown to committee members will be rewarded. The Chair will only be able to raise each R, T, and S score as appropriate without having to go back to the Merit Pay Committee. The Chair will report to the Merit Pay Committee his/her final salary recommendations.

Each faculty member will receive a letter from the Chair containing his/her new salary and the salary increase. The letter will identify in general terms the Merit Pay Committee’s evaluation of the faculty member and how this was used to assign the merit increase. The letter will inform the faculty member that he/she may request a meeting with the Chair to receive an explanation of the merit pay decision.

Faculty members have the right to appeal the merit pay decision via a formal letter to the Chair. The appellant may meet with the Chair, who will then relay the Committee’s discussions on that particular faculty member’s case. If the faculty member is still not satisfied, he/she may appeal the decision and meet with the Merit Pay Committee. The outcome of the appeals process may be a recommendation from the Merit Pay Committee to the Chair.

The Chair will evaluate the salary structure of the Department annually and consult with the Dean to address salary compression or inequities that have developed in the Department. A portion of the money from the merit pool, to be determined by the Chair in consultation with the Merit Pay Committee, may be reserved for the Chair’s discretionary use to address special salary considerations.

The Chair will certify that he/she has followed the Department’s Merit Pay Distribution Plan, or will indicate areas where deviations have occurred with a rationale.
Implementation

The three-year duration of faculty evaluations will be implemented immediately following the approval of this plan by the campus. The person getting lowest number of votes, for the first election, will serve only a one year term.