**UW Tacoma Policy on Faculty Merit**

1. There is no UW Tacoma policy that defines the detailed procedures by which merit is awarded. UW Tacoma units must adhere to the University of Washington Faculty Code for merit policy and procedures. All faculty members are reviewed annually for merit and any applicable merit-based salary increases following the procedures outlined in the UW Faculty Code, **Section 24-55** and **Section 24-57**. Please note that if there is a conflict between this guidance and the Faculty Code, the provision of the **Faculty Code** will govern.
2. According to the Faculty Code, faculty should vote annually on the following:
	1. Whether each faculty is meritorious or non-meritorious. (Extra-meritorious is not a category within the Faculty Code and faculty should not include this category in their vote.)Any faculty member whose performance is not deemed meritorious shall be informed by the Chair/Dean of the reasons.
	2. Additional salary funds may be allocated by the provost to colleges and schools at any time during the biennium, after appropriate consultations with the Faculty Senate Planning and Budget Committee, to address differentials occurring in the academic labor market and to reflect assessments of the quality, standing, and contributions of units to college, school, and University goals. Unless specifically allocated by the provost for a particular unit or purpose, the Deans shall consult with their elected faculty councils before distributing any additional funds among their constituent units. The procedures of **Section 24-55 of the Faculty Code** will be followed in distributing funds allocated to adjust faculty salaries based on merit.

**Section 24-55   Procedure for Salary Increases Based Upon Merit**

Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record, including contributions to research/scholarship, teaching, and service, and their impact on the department, school/college, University, and appropriate regional, national, and international communities.

The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's performance in relation to that of their colleagues and by comparison of individuals' present salaries to those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases (Section 24-70, Subsections [B.1](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2470B1) and [B.4](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2470B4); Section 24-71, Subsections [A.1](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2471A1) and [B.1](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2471B1)) and for "market gap" salary increases ([Section 24-71, Subsection B.2](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2471B2)), the following procedure shall be followed.

| **A.** | In arriving at their recommendations for salary decisions the appropriate faculty, department (unit) chairs, and deans shall each consider the following: |
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|   | **1.** | The cumulative record of the candidate, taking into account the qualifications prescribed in Sections [24-32](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432), [24-33](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2433), [24-34](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2434), and [24-35](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2435)for the various academic ranks and titles; |
|   | **2.** | The candidate's current salary; |
|   | **3.** | Documentation of the review conference required by [Section 24-57, Subsection D](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2457D); and |
|   | **4.** | Any documents produced under [Subsection H](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2455H) of this section. |
|   | Salary recommendations shall seek to minimize salary inequities. Salary compression and other inequities, including those resulting from variations in the level of merit funds available over time, may be considered in making merit salary recommendations. |
| **B.** | The merit and salary of each faculty member below the rank and title of professor shall be considered by the voting members of the department, or undepartmentalized college or school, who are his or her superiors in academic rank and title, and they shall recommend any salary increase which they deem merited. |
| **C.** | The chair of a department, or the dean of an undepartmentalized school/college, shall consider the merit and salary of each full professor in his or her unit. Before forwarding his or her recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice of the full professors according to a procedure approved by the voting members of the unit. |
| **D.** | If the recommendation is a departmental one, the chair shall transmit it to the dean with any supporting data the dean may request. If the chair does not concur in the recommendations he or she may also submit a separate recommendation. |
| **E.** | The dean shall review the department's recommendation and forward his or her recommendation regarding faculty merit and salary to the President. |
| **F.** | The dean of each college/school shall review the record and salary of the chair of each department and shall recommend an appropriate salary increase to the President. |
| **G.** | The President shall authorize the salary increases of the faculty, and of each dean. |
| **H.** | At the option of the faculty member affected, and mandatorily in the event of two consecutive annual ratings of no merit (as a result of reviews under this section), the chair of the faculty member's department (or dean of an undepartmentalized school or college) shall, after consultation with the faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or, in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet at its earliest convenience with the faculty member and review more fully the record and merit of that faculty member.The committee shall, upon completion of its review, report in writing the results to the faculty member and to his or her department chair (or dean in an undepartmentalized school/college) and the committee shall advise them what actions, if any, should be undertaken to enhance the contributions and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit and make adjustments to correct any salary inequity. The faculty member may respond in writing to this report and advice within 21 calendar days to the department chair (or dean) and committee (unless upon the faculty member's request and for good cause the response period is extended by the chair or dean). The committee's report and advice, the faculty member's written response (if any), the response by the chair, and any agreement reached by the faculty member and the chair shall be incorporated into a written report. |

*Section 13-31, April 16, 1956; S-A 58, May 16, 1978; S-A 75, April 6, 1987; S-A 82, November 21, 1990; S-A 99, July 9, 1999; S-A 124, July 5, 2011: all with Presidential approval. [See also Executive Order*[*No. 45*](http://www.washington.edu/admin/rules/policies/PO/EO45.html)*.]*