

Annual Merit Reviews

UW Tacoma

Review Period: May – July

Updated July 22, 2026

ANNUAL MERIT REVIEWS (required for all paid faculty)

Each year, as required under the Faculty Code (Section 24-55), all paid faculty must be reviewed for merit. This review is conducted by the chair with input from eligible voting faculty, following the criteria and procedures outlined under the Faculty Code and implemented locally at the school and departmental level.

Scope of Review: this procedure applies to the following:

- All full- and part-time paid faculty as defined in Faculty Code Section 21-31
- Faculty expected to return at any point during the 2026–2027 academic year
- This includes affiliate and visiting faculty

Faculty Merit Preclusions: Found to be meritorious but:

- Faculty previously deemed non-meritorious or ineligible for September 1, 2026, merit
- Faculty transferred/moved to a new appointment within the same academic unit with a new salary that reflects an increase equal to or greater than the minimum required merit increase, and was notified of preclusion at the time of appointment, **OR**
- Was reappointed/renewed for employment with a new salary effective on or before September 1, 2025 that reflects an increase equal to or greater than the minimum required merit increase, and was notified of preclusion at the time of appointment.
- Faculty who received a retention increase as a result of an approved retention which specified preclusion from the merit cycle

Note:

- Increases due to retention are still expected to undergo the merit review.
- Faculty members who received a 10% promotion increase remain eligible for merit increases, as promotion increases do not affect merit eligibility. Please note that promotion increases become effective on September 15.

Voting Faculty Scope

The member of each faculty member shall be considered by the voting members superior in academic rank and title.

Full Professor– are responsible for reviewing recommending merit for Professor, Associate and Assistant rank, Lecturer, Instructor and Teaching Associates

Associate Professor – are responsible for reviewing and recommending merit for Assistant rank, Lecturer, Instructor and Teaching Associates

Assistant Professor – are responsible for reviewing and recommending merit for Lecturer, Instructor and Teaching Associates

PROCEDURE:

Faculty Code Requirements- The following requirements (with Faculty Code references)

- **Criteria for Review Materials**

- Peer colleagues should consider the faculty member cumulative record, including research, scholarship, teaching service and impact to the department school, campus and University. The reviews of materials are established in Section 24-55 A (e.g., CV and/or yearly activity reports), Departments may make some of these materials available upon request via an established procedure rather than publishing as a default. (Section 24-55.A)

- **Voting Faculty Responsibility**

- Faculty senior in rank will advise the department chair/ or dean of an undepartmentalized school on the merit of faculty junior in rank within their unit. (Section 24-55.B)
- The dept. chair or dean of an undepartmentalized school shall consider the merit for full professors. (Section 24-55.C).

Note: While the voting faculty may decide on the procedure for merit reviews, the faculty **may not delegate their advisory vote/merit review wholly to the Chair or Division Head**. Merit review by peers is a procedural safeguard in the Faculty Code.

- **Completion of review**

- Upon completion of your reviews, before July 28, 2026 the department chair or school dean will send a letter to the EVCAA and attach a complete list of all faculty reviewed, including name, title and whether they are meritorious or non-meritorious or reason for preclusion to AHR office (SharePoint Folders).
- The merit recommendation of the department chair or campus dean either
- The Chancellor or EVCAA will make a recommendation to the President including appropriate salary increase.

- **Decision:** Merit notification decisions will be sent no later than September 16, 2026.

- **Meritorious** - Faculty determined to be meritorious (and not otherwise ineligible) will receive the appropriate **merit salary increase**, calculated on base salary as of August 31, 2026.
- **Non-meritorious Documentation:** Non merit decision letters will be sent by the EVCAA

For any individual who is deemed non-meritorious for two consecutive years, the chair/division head must appoint a developmental review committee. (Section 24-55.H) Please reach out to discuss with AHR prior to forming the ad-hoc committee.

For faculty deemed non-meritorious, please also submit a letter from the chair or dean addressed to the Chancellor (submitted to AHR Director). The letter must include the following information and attachments:

- Summary of the merit review process followed.
- Outcome of the review and the vote summary of the eligible voting faculty.
- Reason for the non-meritorious recommendation.
- Attach a letter of concurrence from the secondary department chair for faculty with joint appointments.
- In the email please also confirm who is assigned to this matter within the UW Tacoma AHR office and/or A/G office.

Note: In general, a non-meritorious recommendation should not be the first step in the performance management plan and the department should have written informal feedback to the faculty member or a 25-71 leading up to a non-meritorious recommendation. Please see AHR Director for guidance and support.

RESOURCES:

[Faculty Code Section 24-55](#)

<https://ap.washington.edu/ahr/actions/merit-salary-adjustments/merit-voting-matrix/>

Questions:

AHR Director – Gerri Williams gerriw@uw.edu (procedural questions)

AHR Manager – Keying Wan kwen1@uw.edu (Document access question)