MEMORANDUM

TO: Deans

FROM: Paula Myrick Short, Ph.D.
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH

DATE: April 15, 2015

RE: FY16 Faculty Merit Increases

We have established three percent merit raise pools for both faculty and staff. This memo provides guidelines for awarding merit increases to faculty. A separate memo provided by the Executive Vice President for Administration and Finance will cover staff increases. Merit increases are separate from those raises that accompany promotion and tenure. Funds have already been identified in the FY16 budget total for those promoted from assistant to associate professor with tenure ($7,000 increment), the awarding of tenure alone ($3,500), promotion to associate professor ($3,500), promotion to associate professor with tenure ($7,000), promotion to full professor ($10,000 increment), and promotion to Professor with tenure ($13,500).

We are distributing working documents that contain the merit pool amounts for each college. No separate pool of funds has been set aside for equity or counter-offer increases. Needed adjustments are to be paid within the merit pool. Merit pools for faculty and staff paid from central resources have been calculated by fund code (1026, 2063, 2064, 2079, and 2160) and these merit pools may not be exceeded; raises for all faculty and staff funded from grants, auxiliary or other local sources are to be funded specifically from those sources. The merit pools for such funding sources have also been calculated and may not be exceeded. All raises will take effect at the start of the new fiscal year, September 1, 2015. Faculty and staff increases will be in the October 1, 2015 payroll.

Guidelines

Merit increases should be awarded to the most productive members of the faculty, based on the most recent faculty reviews conducted by the academic unit. While I am not requiring that a specific percentage of faculty receive or not receive an increase, it is my expectation that not all faculty in a college will receive merit raises. I do ask that the application of the merit process be uniform in the unit and transparent.
All merit salary recommendations will be sent to me. To assist me in the review of your recommendations, you should explain the awarding of an increase greater than 9.0% to any one individual. These explanations should be collected in a single memorandum. This 9.0% threshold applies to merit increases only. Only the merit portion of the total increase for those receiving promotion and tenure increases should be considered. Additionally, I will look carefully for distributions that appear to be at or near “across the board” and will ask for further justification/reconsideration if this is the case. I encourage you to meet with faculty who do not receive merit increases to discuss expectations for faculty performance both at the University of Houston and within the respective unit.

**Process**

Your college administrator will receive a worksheet listing each faculty member and their current salary. You will be notified when this document is available. Your college will also receive lists of those faculty that are ineligible for increases as a result of failure to complete required training and ePerformance documents, or debt to the university.

The FY16 Merit Process Calendar will be distributed along with the worksheet. Please send your recommendations for increase to my office no later than May 11, 2015. Your recommendations should be considered confidential until approved by the Board of Regents. They are not to be communicated to the faculty until that time.

Please note that these guidelines and the final salary distributions, without names or other individual identification, will be provided to the Faculty Senate.