

Salary Enhancement for Continued Academic Achievement 2018-2019 Application Materials

The Board of Governors adopted a policy on the Salary Enhancement for Continued Academic Achievement during the 2004-05 academic year. The 2018-19 academic year is the fourteenth year of review for salary increases under the policy.

Those eligible for the program should work with their Chairperson or Dean, as appropriate, to develop the application materials, which are below. The application is a fillable form that can be downloaded and save with Adobe Reader or Adobe Acrobat Pro.

A brief review of the program may be helpful. All of the below points are elaborated on in the enclosed policy.

- The salary enhancement program is for a fully-promoted 1.0 FTE faculty member who holds the rank of tenured Professor, tenured Extension Professor, University Librarian, Research, Teaching, Service or Service Extension Professor or Clinical Track Professor in 2018-19, will be 1.0 FTE in 2019-20, and has served the required time in rank with the required level of performance.
- The program allows for two salary enhancement steps. Eligible for review during 2018-19 for the first salary enhancement step are those fully-promoted faculty members whose promotion or appointment to one of the above ranks took effect at the beginning of the 2013-14 academic year or earlier and have had a workload assignment agreement in effect since at least 2013-14. Eligible for review during 2018-19 for the second salary enhancement step are those fully-promoted faculty members who were awarded the first salary enhancement step that was effective at the beginning of the 2013-14 academic year. Any salary increases provided will take effect in 2019-20.

In 2019-20, those whose promotion or appointment to one of the eligible ranks took effect with the start of the 2014-15 academic year or earlier will be eligible for review.

- To be eligible for review this year, a faculty member must have had a written work assignment since at least 2013-14. Such work assignments should be developed for others who may wish to be considered in future years if these documents do not already exist.
- A faculty member with an unsatisfactory rating in any area during the years under review is not eligible for consideration.
- An applicant denied an increase at any level under this program must wait one full year after an increase would have taken effect before applying again for an increase. Thus, an applicant reviewed in the 2018-19 review who is not approved for an increase must wait until 2020-21 to reapply.

Application
Salary Enhancement for Continued Academic Achievement 2018-2019

The below information is to be provided by the fully-promoted Professor or equivalent applying for salary enhancement with the assistance of his/her Chair. This application is to be forwarded by the Chair to the Dean by the date established by the college/school. Applications approved by the Dean are to be forwarded to the Provost or Vice President for Health Sciences, as appropriate, by **December 10, 2018**.

Name:

Rank:

Date/promoted or appointed to rank:

(For consideration in 2018-19, a faculty member must have been promoted or appointed to an eligible rank at the beginning of academic year 2013-14 or earlier)

Date tenured (if eligible for tenure):

FTE of appointment.

Work Assignment: Attach copies of document(s) detailing work assignment for the most recent five-year period. Work assignments must cover at least the period from 2013-14 to the present. The written work assignment will specify the performance expectations for the faculty member in the areas of teaching, research and/or service.

Annual review ratings: Fill in the tables on the following page to indicate the ratings received each year by the professor. The terms "excellent," "good," "satisfactory," and "unsatisfactory" are those typically in use. No one with an unsatisfactory rating in any mission area will be considered.

Ratings for the last five years are required. Ratings for additional years may be attached but are not required. Eligibility is based on ratings in the last five years.

In some instances, ratings may not be available from all categories. For units that do not have departmental review, only Dean and college committee reviews will be available.

Review completed in 2017-18 (Spring 2018)

Rater	Teaching	Research/ Scholarship	Service
Dean			
College Committee			
Chair/Director			
Department Committee			

Review completed in 2016-17 (Spring 2017)

Rater	Teaching	Research/ Scholarship	Service
Dean			
College Committee			
Chair/Director			
Department Committee			

Review completed in 2015-16 (Spring 2016)

Rater	Teaching	Research/ Scholarship	Service
Dean			
College Committee			
Chair/Director			
Department Committee			

Review completed in 2014-15 (Spring 2015)

Rater	Teaching	Research/ Scholarship	Service
Dean			
College Committee			
Chair/Director			
Department Committee			

Review completed in 2013-14 (Spring 2014)

Rater	Teaching	Research/ Scholarship	Service
Dean			
College Committee			
Chair/Director			
Department Committee			

Total number of ratings: _____

Number of ratings of "excellent": _____

Number of ratings of "good": _____

Percentage of ratings of "good" or "excellent": _____%

(The program requires that normally 80% of the ratings be "good" or "excellent" for a faculty member to be eligible for a salary increase.)

Annual review letters: Attach copies of annual review letters for each of the years for which ratings are provided.

Vita: Attach a copy of an up-dated vita that makes clear the faculty member's publications, presentations and other significant academic achievements since promotion to the rank of professor.

I am applying for a salary enhancement, which, if approved, will take effect with the 2019-20 academic year.

Name

Date

Chairperson/Dean Certification and Comments:

Chairperson/Dean¹ Certification The chair is to certify that the contributions made by the faculty member are at least at the level similar to those contributions that qualified the faculty member for promotion to this rank. Provide below or attach a brief summary of the faculty member's activities.

¹ In units that do not have a departmental structure, the Dean will provide the certification required.

Chairperson/Dean Comments: The chairperson/dean may comment about the faculty member's performance but is not required to do so. Any comments may be written below or attached. If attached, an indication that there is an attachment with comments should be noted below.

I have reviewed these materials and believe the faculty member to be eligible for a salary enhancement.

Chair/Dean Signature _____ Date _____

Dean's Determination

Based on my review of the above and attached materials, I have determined that the faculty member meets the requirements of the Salary Enhancement for Continued Academic Achievement policy and is eligible for a salary increase.

Dean Signature _____ Date _____

If approved, the Dean should forward this application and its attachments to the Provost or Vice President for Health Sciences, as appropriate, by December 10, 2018.

5/14/2018