



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.02.63

AREA: Faculty

Faculty Merit Pay Plan

I. POLICY

- A. This policy establishes and describes the criteria that Lamar University has adopted for the granting of merit salary increases to permanent, full-time faculty members.

II. PURPOSE AND SCOPE

- A. This policy has been developed to ensure the consistent and transparent application of standards for merit salary increases for permanent, full-time faculty members at Lamar University.
- B. This policy complies with the Texas Education Code § 51.962. In addition, this policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

III. DEFINITIONS

- A. **Merit Raise.** A merit raise shall be defined as a permanent salary increase awarded to full-time faculty members whose performance was rated as meritorious during the designated evaluation period. Also called a **Merit Salary Increase** or **Merit Pay**.
- B. **Merit Plan.** A merit plan clearly outlines the metrics used to determine merit raises, the calculations to determine the amount or range of increases, and the timeline for both receiving the pay increase and notifying faculty of said increase.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. **President.** The President of Lamar University shall determine the percentage of money allocated for merit raises. Upon approval of the TSUS Board of Regents, the President shall inform the Provost and Vice President for Academic Affairs of the availability of new faculty salary dollars.
- B. **Provost and Vice President for Academic Affairs.** The Provost and Vice President for Academic Affairs ("Provost") shall distribute the funds available for merit raises to each college and the library using a formula that is based on the budgeted salaries of continuing full-time faculty in each college and the library.

- C. **College/Library Dean.** The College/Library Dean shall distribute the funds among departments based on the budgeted salaries of continuing full-time faculty in each department.
- D. **Department Chair.** The Department Chair shall calculate merit salary increases based on annual performance evaluations conducted in accordance with approved policies for the performance evaluation of faculty in the department.

V. ELIGIBILITY

- A. Permanent, full-time faculty members, including Instructors, Assistant Professors, Associate Professors, and Professors, are eligible to be considered for merit increases. Visiting Faculty and Adjunct Faculty are not eligible for merit pay consideration.
- B. In keeping with Texas Education Code § 51.962, to be eligible for a merit salary increase, a faculty member must have been employed by the University for the six (6) months immediately preceding the effective date of the increase and at least six (6) months must have elapsed since the faculty member's last merit salary increase.
- C. Merit determinations are based on a faculty member's annual performance evaluation, which is completed each spring semester, with merit salary increases taking effect at the start of the next academic year in the fall. Faculty members who begin employment on January 1 or who are on approved FMLA during the spring semester and, therefore, unable to complete the standard annual evaluation will be included on a list for evaluation by Human Resources. Faculty in these situations who have questions about merit salary increases should contact their Chair.

VI. PROCEDURES

- A. All funds designated for merit raises within a college or the library must be distributed among the faculty members of that college or the library. No portion of these funds may be allocated or retained for any other purpose or fund.
- B. Evaluation and Merit Raise Procedures:
 - 1. Each faculty member shall receive an annual performance evaluation that assesses his/her performance over the previous calendar year. The annual evaluation process begins when a faculty member submits an evaluation package ("F2.08") in the spring semester following the calendar year for which his/her performance will be evaluated.
 - a. As part of the annual performance evaluation, each faculty member and his/her Department Chair/Library Coordinator shall annually establish relative workload distribution weights for each area of evaluation. These weights must be consistent with the minimum level of performance established in department goals and policies.
 - 2. For the purposes of annual performance evaluation and salary administration, a Department Chair/Library Coordinator shall assess a faculty member's performance and assign one of the following ratings, and a corresponding composite (F2.08) score, for each faculty member in a department:

Table 1. Performance Ratings & Scores

Rating	Score*
Exemplary Performance (highest merit)	5
High Performance (high merit)	4
Adequate Performance (merit)	3
Marginal Performance (no merit)	2
Unsatisfactory Performance (no raise)	1

***Note.** The Chair's composite score shall be calculated using the previously agreed-upon workload distribution weights.

3. After the Chair/Coordinator determines the rating and score, the evaluation is returned to the faculty member to review and sign.
4. After the faculty member signs the evaluation, the evaluation is returned to the Chair/Coordinator for approval and is then submitted to the Dean.
5. Once the Dean's Office has received the ratings and scores, these are sent to Academic Affairs, and corresponding merit amounts are calculated. Based on faculty members' scores, merit salary increases are calculated as follows:

***Note.** Table 2 (next page) provides an example of how these calculations would be made for a department of eight (8) professors across a range of base salaries, with the percentage set at 3% for the salary pool increase.

- a. Each faculty member's composite score is divided by the average score of the department to get a score ratio.
- b. The score ratio is then multiplied by the percentage set for the salary pool increase (for example, 3%) to get a faculty member's unadjusted salary increase percentage.
- c. Next, these unadjusted salary increases are all scaled so that they sum exactly to the amount of the merit raise pool.
- d. The merit plan formula assigns a percentage of salary to each point of merit that a faculty member receives as part of his/her annual performance evaluation. Thus, the plan assigns the same percentage raise to two faculty members with identical composite (F2.08) scores. With similar scores, lower and higher salaries are given a raise close to the same percentage amount, awarding merit salary increases according to base salary. In general, faculty members will receive larger raises later in their careers by dollar amount and smaller raises earlier in their careers by dollar amount.

6. Merit salary increases take effect at the start of the next academic year. The Department Chair/Library Coordinator is responsible for informing each faculty member, before the issuance of the next academic year's contract, of the faculty member's recommended raise.

Table 2. Calculations for Merit Salary Increases - Example

	Base salary	F2.08 score	Indiv. score / Avg score	Ratio x 3%	Unadjusted raise	Actual Adjusted raise (unadjusted raise * raise pool / unadjusted total)	Actual %
Prof 1	\$50,000.00	4.8	1.10	3.29%	\$1,645.71	\$1,652.09	3.30%
Prof 2	\$60,000.00	4.2	0.96	2.88%	\$1,728.00	\$1,734.70	2.89%
Prof 3	\$70,000.00	4.5	1.03	3.09%	\$2,160.00	\$2,168.37	3.10%
Prof 4	\$95,000.00	4.6	1.05	3.15%	\$2,996.57	\$3,008.18	3.17%
Prof 5	\$109,000.00	3.5	0.80	2.40%	\$2,616.00	\$2,626.14	2.41%
Prof 6	\$135,000.00	4.9	1.12	3.36%	\$4,536.00	\$4,553.58	3.37%
Prof 7	\$142,000.00	3.9	0.89	2.67%	\$3,797.49	\$3,812.20	2.68%
Prof 8	\$165,000.00	4.6	1.05	3.15%	\$5,204.57	\$5,224.74	3.17%
Total Salary Pool	\$826,000.00			Unadjusted Total	\$24,684.34		
Raise Pool (3%)	\$24,780.00						
	Average F2.08 score	4.375					

C. Appeal Procedures:

1. A faculty member shall have the right to appeal the most recent merit-based salary increase recommendation. An appeal must be made to the Dean, in writing, within ten (10) working days of notification of the salary increase recommendation. An appeal of the Dean's response must be made, in writing, to the Office of the Provost within ten (10) working days of receipt of the Dean's response.
2. If an appeal is submitted to the Office of the Provost, the Provost shall appoint a Committee for Faculty Performance Evaluation and Merit Salary Increase Appeals ("Appeals Committee") for review and recommendation regarding the appeal.
 - a. The Appeals Committee shall advise the Provost on faculty appeals regarding performance evaluations and merit salary increases that are unresolved at the department and college/library levels. The Appeals Committee shall consist of a representative from each college and the library. In addition, the President of the Council of Instructional Departments (CID) shall serve alongside a representative of the Deans' Council, who shall chair the Appeals Committee.
3. The Appeals Committee must base its review and recommendation solely upon the materials submitted by the appellant, the response of the Dean, and, if available, a response from the Department Chair/Library Coordinator, should the Chair/Coordinator wish to submit one.

Each appeals case must stand on its own merits. The Appeals Committee shall submit its recommendation to the Provost within ten (10) working days of receipt of a faculty member's appeal.

4. The Provost shall render a decision on an appeal within ten (10) working days of receipt of the recommendation of the Appeals Committee. The Provost's decision is final.

VII. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VIII. APPROVAL

Provost and Vice President for Academic Affairs

Date

Lamar University President

Date

POLICY LOG

Version	Date	Description of Changes
1	09/16/2025	Policy draft completed & sent to APAC.
		Reviews by constituency groups completed.
		Review by campus community completed.
		Policy approved by President.