

APPLICATIONS FOR MERIT RAISES EFFECTIVE 2018-19 DUE FRIDAY, SEPTEMBER 29, 2017

The Merit Review Raise Program, established in 2013, recognizes faculty with exceptional achievements in professional practice supported by teaching effectiveness and service to the School. While the School expects all faculty to have active professional careers and be excellent teachers, the merit review raise is reserved for those faculty members whose recent outstanding performance in their professional practice warrants additional consideration and/or compensation.

Raises awarded through the Merit Review Raise Program are *in addition* to normal salary adjustments distributed to all faculty. Raises are expressed as a percentage increase to a faculty member's salary (full-time) or per-course rate (part-time) from three dedicated funds: one for full-time faculty, one for adjunct faculty, and one for lecturers. Raises are prospective and take effect in the academic year following the one in which they are awarded; for example, awards made in academic year 2017-18 will become effective in academic year 2018-2019.

ELIGIBILITY

SAIC Faculty who *are* eligible to apply for merit review raise:

- May only apply once within 3-year period (for example, if you applied for a merit increase during or before academic year 2014-15 you are eligible to apply in 2017-18)
- Active full-time tenured professors who haven't received a promotion within the last 3 years at time of application
- Active tenure-track professors in their 4th year who haven't received a promotion within the last 3 years
- Active adjunct faculty who have served at their current rank for at least 3 years at time of application
- Lecturers and Senior Lecturers who have taught a cumulative total of at least 6 courses at SAIC

Faculty who *are not* eligible to apply for merit review raise:

- Full-time visiting faculty
- Adjunct and full-time faculty who have received a promotion within the last 3 years (after 2014-15)
- Faculty on sabbatical or paid leave at the time of application
- Faculty who have applied for a merit review raise within the last 3 years (after 2014-15)

It is important to note that faculty should only apply when they have a strong submission of exceptional achievement, as once an application is made faculty are not eligible to request a merit raise for the next 3 years, whether or not they are awarded an increase.

If you are unsure of your eligibility status please contact Molly Scranton, Assistant Director of Faculty Affairs at mscranton@saic.edu or (312) 899-7472.

CRITERIA

The following three criteria will be evaluated, with emphasis given to professional practice:

- *Professional practice*: national or internationally acclaimed exhibitions, publications, or presentations; key leadership in professional associations and editing of professional journals; key membership positions on professional boards and committees; major grants, awards, and fellowships.
- *Teaching effectiveness*: evidence as summary of course evaluations; the creation of relevant, innovative curricula and a periodic re-assessment of those courses; correlation with current discourse in the field(s).
- *Service*: relevant professional and scholarly service to local, state, national, and international organizations, including schools, business and industry, not-for-profit groups, community and government agencies—and, for full-time faculty, service to the School—participation in committees and other administrative duties.

APPLICATION REQUIREMENTS

A written proposal in pdf format which includes the following:

- A letter setting forth exceptional achievements in the areas of the three criteria set forth above with particular emphasis on the area of professional practice
- Current CV
- Note that a portfolio of artwork or research is not required and will not be accepted

DEADLINE FOR APPLICATIONS: FRIDAY, SEPTEMBER 29, 2017

Submit application materials to Molly Scranton, Assistant Director of Faculty Affairs, via email at mscranton@saic.edu with subject line FACULTY NAME_DEPARTMENT_MERIT RAISE.

Members of the Dean's Selection Committee will review all proposals and determine final selections in October. The committee consults the Dean of Faculty on which applicants are exemplary and should be considered for a merit raise. Salary information related to individual applicants is confidential and is not shared with the committee. The Dean of Faculty makes the final determination of which faculty receive a merit increase and in what amount.

Notifications of raises will be emailed between mid-October and early November.

Questions? Contact Molly Scranton at 312-899-7472 or mscranton@saic.edu.