



APPLICATIONS FOR MERIT REVIEW RAISE PROGRAM IN 2017-18 DUE MONDAY, SEPTEMBER 26, 2016

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. Eligibility, review criteria and the application process are set out in more detail below.

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 AY 2016-17 will take effect in AY 2017-2018.

ELIGIBILITY

Faculty who are eligible to apply for merit review raise (may apply once every 3 years):

- **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; and**
- **Lecturers who have taught a cumulative total of at least six courses at SAIC.**

Faculty who are not eligible to apply for merit review:

- Full-time visiting faculty;
- Faculty who have received a promotion (tenure, adjunct status, professor, or adjunct professor) within the last 3 years;
- Faculty on sabbatical or paid leave at the time of application; and
- Faculty who have applied for a merit review raise within the last 3 years.

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 three 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 Services, Office of the Deans 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 PROCESS FOR MERIT RAISES IN ACADEMIC YEAR 2016-17

Application

By or before Monday, September 26, 2016, eligible faculty may apply for a merit raise by submitting a **letter of intent setting forth** exceptional achievements in the areas of the three criteria, with particular attention to the area of professional practice, **and an updated CV to mscranton@saic.edu**. A portfolio of artwork or research is not required and will not be accepted.

Review Process

Applications from eligible faculty are reviewed by the Dean of Faculty and the Dean's Selection Committee, applying the criteria set forth above. The Dean's Selection Committee is comprised of the Undergraduate Dean, Graduate Dean, Chair of Faculty, Faculty Liaison, Chair of Faculty Senate, and the Full-Time and Part-Time Representatives. The Committee consults with the Dean on which applicants are exemplary faculty to 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 will receive a merit raise and in what amount.

Timeline

- **Monday, September 26, 2016** — applicants submit their letter of intent and CV to **Molly Scranton, mscranton@saic.edu**.
- October — Dean's Selection Committee convenes to review submissions and make recommendation to Dean
- Late October/early November — Dean informs applicants of merit raise decisions

QUESTIONS? Please contact Molly Scranton, Assistant Director of Faculty Services, Office of the Deans, (312) 899-7472, mscranton@saic.edu