

APPLICATIONS FOR MERIT RAISES EFFECTIVE 2019-20 DUE MONDAY, MARCH 4, 2019

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, be excellent teachers, and share in service responsibilities, the merit review raise is reserved for those faculty members whose recent outstanding performance in their professional practice warrants additional compensation.

Raises awarded through the Merit Review Raise Program are *in addition* to potential cost of living 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 take effect in the academic year following the one in which they are awarded; for example, awards made in academic year 2018-19 will become effective in academic year 2019-2020.

Eligibility

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

- Have not applied for a merit raise within the past 3 years (for example, if you applied for a merit increase during or before academic year 2015-16 you are eligible to apply in 2018-19)
- 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 (2016-17 or later)
- Faculty on sabbatical or other professional leave at the time of application
- Faculty who have applied for a merit review raise within the last 3 years (2015-16 or later)

It is important to note that faculty should only apply when they have a body of work demonstrating 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, Associate 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; major grants, awards, and fellowships; prestigious invited talks and visiting positions; relevant professional and scholarly participation in local, state, national, or international organizations including schools, business and industry, not-for-profit groups, or community and government agencies.
- *Teaching effectiveness*: As evidenced through student evaluation of teaching, prizes, creation of relevant, innovative curricula, and a periodic re-assessment of those courses; evidence of keeping current in one's field(s).
- *Service (for full-time faculty only)*: Service to the School—participation in committees, senate, FCTRB, and other administrative duties.

Submitting an Application

Applications are due on or before Monday, March 4, 2019.

To APPLY, complete the [Merit Raise Application](#).

You must be logged in to your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT Department. The application can also be accessed by pasting the link below into your browser:

<https://goo.gl/forms/uo1AUfLpLgBuKvKA3>

All documents must be converted to PDFs before uploading. Required information to provide will include:

1. **Proposal**: 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 and contributions to their field(s).
2. **CV**: Current résumé or curriculum vitae.
3. **Course Evaluations** or other evidence of teaching excellence covering the past 3 years (2015-16, 2016-17, and 2017-18).
4. **For full-time faculty only: Service and/or contributions to the school community performed over the past 3 years** (2015-16, 2016-17, and 2017-18). Full-time faculty should include a list of all service performed for the school during the past 3 years (with dates).

Note that a portfolio of artwork or research is not required and will not be accepted.

Review and Selection

Members of the Dean's Selection Committee will review all proposals and make award recommendations to the Dean of Faculty. Salary information related to individual applicants is confidential and is not shared with the committee. The Dean of Faculty makes the final determination. Notifications of raises will be emailed in April.

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