SAIC School of the Art Institute of Chicago

APPLICATIONS FOR FACULTY MERIT RAISES
DUE MONDAY, MARCH 20, 2023

The faculty merit raise program recognizes faculty with exceptional achievements in professional practice, teaching effectiveness, and service to the School.

Merit raises awarded are in addition to any annual institutional increases. Raises awarded are effective in the academic year following the one in which they are awarded.

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.

Eligibility
SAIC Faculty who **_are_** eligible to apply for merit raises:

- Have not applied for a merit raise within the past 3 years
  (if you applied for a merit increase during or before academic year 2019-20, you are eligible to apply)

- Active full-time, tenured professors who haven't received a promotion or retention offer within the last 3 years at time of application
  (must not have received a promotion that became effective in academic year 2020-21, 2021-22, or 2022-23)

- Active tenure-track professors in their 4th year who haven't received a promotion or retention offer within the last 3 years
  (must not have received a promotion that became effective in academic year 2020-21, 2021-22, or 2022-23)

- Active adjunct faculty who have served at their current rank for at least 3 years at time of application
  (must have served at the current rank in academic years 2020-21, 2021-22, and 2022-23)

- 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
  *(if you received a promotion that became effective in academic year 2020-21, 2021-22, or 2022-23, you are **not eligible**)*

- Part-time and full-time faculty who have applied for a promotion during the current academic year, 2022-23

- 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
  *(if you applied for a merit review raise in academic year 2019-20, 2020-21, or 2021-22, you **are not** eligible)*

- Full-time faculty who have received a retention offer within the past 3 years
  *(if you received a retention offer that became effective in academic year 2020-21, 2021-22, or 2022-23, you **are not** eligible)*

If you are unsure of your eligibility status, please contact Maya Gopalan, Assistant Director of Academic Administration at mgopalan@saic.edu or (312) 629-9789.

Criteria
The following **three criteria** are considered, 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, teaching awards, 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—engaged participation in committees, senate, FCTRB, and other administrative duties.

Submitting an Application

Applications are due on or before Monday, March 20, 2023.
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 help line. The application can also be accessed by pasting the link below into your browser:

https://forms.gle/yg2Ahu5y84ozLo5a7

All documents must be converted to PDFs before uploading. Required information includes:

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 the field(s)

2. **CV:** Current résumé or curriculum vitae

3. **Evidence of teaching excellence** covering the past 3 years. (The Dean's Office will supply course evaluations.)

4. **For full-time faculty only:** Service and/or contributions to the School community performed over the past 3 academic years. Full-time faculty should include a list of all service to the School over the current and prior two academic years (with dates).

Note that a portfolio of artwork or research is not required and will not be accepted. The Office of Academic Affairs will download applicants' course evaluations over the past 3 years (fall 2019 through summer 2022) to distribute to the Dean's Selection Committee.

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. There are three possible outcomes; faculty whose accomplishments are deemed exceptional will receive a 5% merit increase, faculty whose accomplishments are deemed excellent will receive a 3% merit increase, and those faculty not meeting the criteria will receive no increase.

Notifications of raises will be emailed in late-May/early-June.

Questions about the application process? Contact Maya Gopalan, Assistant Director of Academic Administration at mgopalan@saic.edu or (312) 629-9789.