

1 **Indiana State University**

2 **Department of Applied Engineering and Technology Management**

3 **Meritorious Salary Adjustment Policy**

4 *Effective Fall 2019*

5 **Philosophy**

6 Meritorious actions and accomplishments are marked by consistent performance across many
7 evaluation periods and are substantiated by peer review. Regardless of ISU remuneration rules, it
8 is both possible that all Department faculty members or no members could be evaluated as
9 consistently performing meritoriously. Meritorious recognition is not usually marked by one-
10 time, one-domain accomplishments. Salary adjustment is appropriate for the faculty member
11 whose meritorious accomplishments are on par with other faculty members of the same rank who
12 have higher base salaries.

13 The Department faculty's evaluation of meritorious accomplishments should form the basis of
14 biennial above-standard base-salary increases, one-time payments for specific awards, and other
15 salary adjustments.

16 To define terms and integrate with other policies, *meritorious* equates to consistently exceeding
17 the standards defined as *Meeting Expectations* in the AETM Biennial Review Policy.

18 **Eligibility for Merit Pay**

19 To receive a meritorious salary adjustment recommendation, the faculty member must have been
20 evaluated as meeting expectations (in all domains and overall). Chairpersons are not eligible. A
21 faculty member with more than 50% reassignment outside the department is not eligible. A
22 faculty member may not receive a meritorious salary adjustment recommendation in consecutive
23 biennial review cycles.

24 **Procedure**

25 The faculty member must notify the chairperson of intent to apply for meritorious salary
26 adjustment. The Personnel Committee shall consider the accumulation of *Substantial and*
27 *Excellent* enumerations, per the Department Promotion, Tenure, and Review (PT&E) policy in
28 recommending faculty for a meritorious salary adjustment. The maximum number of faculty
29 members recommended for a meritorious salary adjustment shall not exceed 25% of those
30 eligible for biennial review in the current cycle, subject to the *Eligibility for Merit* section.

31 The Personnel Committee shall forward its recommendation with vote to the Department
32 Chairperson.

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34 The Department Chairperson shall review the Personnel Committee's recommendation. If there
35 is agreement, the recommendation is forwarded to the Dean duly noted. If there is disagreement,
36 both recommendations are sent to the Dean for review in the College appeals process.