

**Merit Pay Distribution Plan
for
Tenured/Tenure-Track Faculty
Dept. of Computer Science, UMCP
Fall 2010**

In compliance with the University of Maryland Policy on Faculty Merit Pay Distribution as revised in May 2010, this document provides a merit pay distribution plan for tenured and tenure-track faculty in the Department of Computer Science.

Merit Pay Committee

A Merit Pay Committee, consisting of three faculty members, will serve to advise the Chair on merit pay distribution. The Committee will be directly elected annually via secret ballot by the tenure-track and tenured faculty, and will contain a distribution of tenure-track and tenured faculty. Actual merit dollar distribution will be determined by the Chair in consultation with the Committee's evaluation of department faculty.

Insofar as possible, the Merit Pay Committee's composition over a period of years will reflect the scholarly interests, gender and racial distribution of the Department. A faculty member may not serve more than two consecutive years on the Committee.

The Merit Pay Committee will evaluate and rank faculty accomplishments (excluding evaluation of themselves). This evaluation will give significant weight to contributions in research/scholarship/creative activity, teaching, advising and service over the preceding three years. Measures to be used in this evaluation will include the quantity and quality of publications in refereed journals/conferences, success in acquisition of research funding, teaching contributions, evidence of active student mentoring, level of service on departmental and campus committees, and leadership contributions to external professional organizations, journals and conferences.

Each year the Department will provide the Committee with documentation of faculty achievements for the immediately preceding year. These documents will be retained by the Committee for at least three years, or until they are no longer to be used during faculty evaluations.

For each year when merit pay is not available, the achievements of faculty members for that year will be taken into consideration during the next year in which merit pay is available.

The Merit Pay Committee will certify that they have followed the Department's Merit Pay Distribution Plan, or will provide a rationale in any situations where they have deviated from the Plan.

Chair's Responsibility

The Chair has the authority and responsibility to determine merit increases and merit dollar distribution, subject to the approval of the Dean. However, the Chair will be

advised in this endeavor by the Merit Pay Committee as outlined above. Merit pay will generally be distributed in dollar increments rather than as a percentage of salary.

The Chair will report to the Merit Pay Committee his/her final salary recommendations.

Each year the Chair will review the makeup of the Merit Pay Committee over the previous five years to assure that a reasonable representation of the faculty has been achieved, and if it has not, the Chair will take appropriate actions to rectify the situation.

Each faculty member will receive a letter from the Chair containing his/her new salary and the salary increase. The letter will identify in general terms the Merit Pay Committee's evaluation of the faculty member and how this was used to assign the merit increase. The letter will inform the faculty member that he/she may request a meeting with the Chair to receive an explanation of the merit pay decision.

Faculty members have the right to appeal the merit pay decision via a formal letter to the Chair.

The Chair will evaluate the salary structure of the Department annually and consult with the Dean to address salary compression or inequities that have developed in the Department.

The Chair will certify that he/she has followed the Department's Merit Pay Distribution Plan, or will indicate areas where deviations have occurred with a rationale.

Implementation

The three-year duration of faculty evaluations will be phased in over three years following the approval of this plan by the campus; this will permit accumulation of faculty achievement documentation.

Approval

This Plan was approved in a secret ballot by the tenured and tenure-track faculty on September 3, 2010. The vote was 40 in favor of the plan, 0 against, and 7 counted as abstentions (they did not vote).