



## Merit Base Compensation (Faculty) Eligibility, Guidelines & Dates

### Merit Based Compensation

The Merit-Based Compensation program is intended for eligible faculty and staff to reward performance with merit increases permanently added to the base salary, leading to greater future merit awards and retirement benefits.

The FY 2024 budget includes a larger merit pool than previous years of ~\$5 million (5% of the total salary budget) for sustainable merit increases. A merit increase is an increase to recognize meritorious job performance but is not associated with a promotion or a change in job title resulting from a significant change in job duties.

Merit-Based Compensation will be awarded through Oracle Cloud, with training provided to unit leaders by the Office of Human Resources. Each unit leader awarding merit should follow directions provided by their respective Vice President for the approval of merit recommendations.

### Faculty Requirements:

Merit pay for each faculty member will be determined as the sum of the following components:

A. Rating-based merit pay (using the most recent Periodic Performance Review - PPR):

Effective or Exceptional\*: 4% of current salary

Needs Improvement or Ineffective Performance: 0 % of current salary

\* If the most recent review was a promotion and/or tenure review, a positive result from the review is equivalent to a rating of Effective or Exceptional in determining rating-based merit pay.

B. Discretionary Merit Pay (amounts to vary by individual from 0-3%. Total merit pay not to exceed 7%)

In addition to the rating-based merit pay, each Dean may allocate additional amounts of merit pay to individual faculty members based on their accomplishments in the domains of Teaching, Scholarship, and Service (including Administration, as appropriate). Deans will use the information provided in the most recent PPR and associated CV.

Regardless of when the last performance review was completed, faculty members may wish to specifically identify exceptional accomplishments between September 1, 2022, and August 31, 2023, which Deans can consider when determining Discretionary Merit pay allocations. Faculty should send those accomplishments to the applicable email address below:

[COPEmerit@twu.edu](mailto:COPEmerit@twu.edu) College of Professional Education

[CHSmerit@twu.edu](mailto:CHSmerit@twu.edu) College of Health Sciences

[CASmerit@twu.edu](mailto:CASmerit@twu.edu) College of Arts and Sciences

[CONmerit@twu.edu](mailto:CONmerit@twu.edu) College of Nursing

[COBmerit@twu.edu](mailto:COBmerit@twu.edu) College of Business

The email accounts designated above are separate from the Deans' regular email accounts and accessible to only their office.

The email should succinctly list (bullet points are acceptable) or describe the accomplishments in relation to the Teaching, Scholarship, and/or Service sections of the applicable University and academic component criteria. Faculty may include a short statement explaining why they believe these accomplishments are deserving of Discretionary Merit pay. The message should not exceed one page in length. The email should use the following subject line: *Merit—Name--Academic Component*. **The deadline for receiving the emails is October 31, 2023.**

Please review the eligibility requirements, guidelines, and dates below:

General Eligibility
Regular full-time and part-time employees are eligible (FTE greater than or equal to .50).
Faculty members must be in a regular full-time or regular part-time position and have received an “Effective” or “Exceptional” rating on their most recent Periodic Performance Review (PPR).
Faculty members who have received a formal disciplinary action (i.e., written warning, final written warning or suspension) within one year prior to January 1, 2024, or on a performance improvement plan will not be eligible.
Faculty members must be continuously employed in their eligible position at the time of the merit effective date of January 1, 2024, and the first payout date to be eligible.
Faculty members serving in an “interim” capacity are eligible for a merit increase based on their base salary prior to their “interim” appointment.
Visiting faculty and RTO faculty are ineligible for merit.

Guidelines
Merit is calculated using the base salary.
Faculty members are eligible to receive total merit increases of up to 7% of the base salary.

Dates
The hire/rehire date into an eligible position must be prior to July 1, 2023, to be eligible for merit.
Merit will be effective January 1, 2024.
The first monthly merit payout amount will be on February 1, 2024.