



CONTINGENT  
UPON  
APPROVAL OF  
FINAL  
PACKAGE

## ARTICLE 25

### MERIT

Merit is for the recognition of noteworthy contributions to one's department, school, campus or college, the University and or professional discipline through the traditional avenues of teaching, research and service. It is also the most consistent means for moving beyond the cost-of-living increase traditionally recognized through the satisfactory performance increase provision. It is recognized that conditions vary within and among departments in terms of individual expectations, and it is agreed that awards at the various levels are designed to recognize individual achievement.

25.1 This article does NOT refer to ~~Academic Assistants, Facilities Scientists,~~ Research Assistants or Research Associates paid from grant funds or contracts.

25.2 The merit pool shall be distributed according to the procedures outlined below:

A. The Provost shall establish a contingency fund and shall distribute the remainder of the merit pool at his/her discretion among the Deans of the schools and colleges.

B. The Dean of a school or college shall establish a contingency fund from the merit pool allotted to his/her school or college by the Provost. The remainder of the merit pool, excluding an amount for department heads' merit, shall be distributed to the departments as the departments' merit pool according to the department payroll, at the discretion of the Dean among the departments. The Dean shall reserve an amount from the departments' merit pool equal to the merit associated with the department heads payroll. Prior to the beginning of the academic year, the Dean will publish his/her merit criteria for the Dean's contingency fund for faculty and Department Heads within his/her school.

C. The total amount of the contingency funds of both the Provost and the Deans shall not exceed 30% of the merit pool.

D. Consistent with the procedures outlined in [new Faculty Governance article, TA 4/26/2016], in departmentalized schools each department shall establish, by a majority vote, the criteria and also may establish priorities or the appropriate weighting of such criteria that will be used to determine the departmental merit recommendation. In non-departmentalized schools equivalent arrangements shall be established by Deans and faculty members. By means of a procedure approved by a majority of the faculty, departments (and their equivalents in on-departmentalized schools) may establish advisory committees for making recommendations for merit awards to the Department Head. Such committees may also present merit evaluations without mention of a dollar amount to the Dean for his/her consideration in determining the Department Head's merit award. In departmentalized schools each department may establish, by a majority vote, the criteria and also may establish priorities or the appropriate weighting of such criteria, that will be used to determine the departmental merit recommendations. In the event a department decides to permit the Department Head to establish the criteria and the appropriate weighting for merit recommendations, the Department Head shall

inform all faculty members in writing of such criteria no later than two months prior to the commencement of the academic year for which merit recommendations will be made. In non-departmentalized schools equivalent arrangements shall be established by Deans and faculty members.

E. Department Heads shall take departmental committee recommendations into consideration when making their own merit recommendations. In concert with the PTR requirements identified in the By-Laws, merit criteria shall include instructional, scholarly, service, and outreach excellence as appropriate.

F. On forms provided by the Provost, Department Heads shall forward their merit recommendations for members of their departments, other than themselves, along with recommendations of the advisory committee, to the Dean of the school or college. If a merit award is recommended, it shall be no less than \$500.

G. A faculty bargaining unit member may request information from his/her Department Head ~~information~~ regarding his/her departmental merit recommendation(s) at any time after such information is transmitted to the Dean.

H. Department Heads shall inform each member of the department of his/her merit recommendation at the same time such recommendation is submitted to the Dean of the appropriate school or college. A faculty member has fourteen (14) calendar days from the time of the Department Head's submission to the Dean to discuss the Department Head's recommendation with the Dean.

I. The Dean shall review the recommendations of the Department Head and the departmental advisory committee. The Dean shall forward his/her own recommendations to the Provost together with the recommendations of the Department Head and the department advisory committee, if any.

J. Within two weeks of making his/her recommendations to the Provost, the office of the Dean shall compile and make available to the departments an abstract of merit awards. Such an abstract will give the number of people receiving a given range of award within the school and/or no award.

K. Departments and interdisciplinary units employing jointly appointed faculty shall agree upon a merit process for such faculty. The tenure home department may administer the merit award process and use their own merit criteria. The department will treat contributions towards interdisciplinary scholarship and creative work, the teaching of courses for the tenure home and interdisciplinary unit, and service to the department and interdisciplinary unit according to criteria determined by the department and interdisciplinary unit. The Directors of Institutes and other interdisciplinary units shall advise the tenure home departments and department heads of the faculty member's performance in his/her disciplinary field, including the significance of the faculty member's publications within interdisciplinary fields. A designee of

the Provost shall establish merit procedures for Institute and Center Directors as well, and notify them of said procedures at the time of appointment.

L. In years when there is no merit pool, each department or non-departmentalized schools shall determine how the annual performance evaluations for the bargaining unit members in that department or non-departmentalized schools shall be treated in subsequent years when a merit pool is available.

25.3 The University will provide the UConn-AAUP a summary list of merit awards by fund and by individual on or before October 1<sup>st</sup>.

25.4 Merit awards shall be communicated to the bargaining unit member via the University email system no later than August 15 of the relevant fiscal year.

25.5 Judgments and decisions of the Provost which result in decrease of more than 35% in the Department Head's recommendations are subject to the grievance procedure described below only where there is evidence alleging that the decrease was arbitrary or capricious.

#### 25.6 Merit Grievance Panel

For the purpose of hearing merit grievances, an internal merit grievance panel shall be convened made up of one member of the administration chosen by the Provost, one member of the faculty bargaining unit chosen by UConn-AAUP, and a neutral party chosen by the first two individuals. The panel may either uphold or dismiss the grievance. In a case where the panel upholds the grievance, it shall recommend an appropriate merit award. However, in no case shall the panel award more than the Department Head had originally proposed. The decision of the panel is final and is not grievable or arbitrable. Grievances on merit must be presented to the administrator in charge of collective bargaining within fourteen (14) calendar days of the receipt of the Provost's letter notifying the employee of his/her merit award.

#### Tentative Approval

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AAUP

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Date

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University of Connecticut

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Date