

## GBC Merit Pay Award Proposal

The Nevada System of Higher Education (NSHE) Board of Regents approves guidelines for the development of college faculty salary plans. Plans are developed by the individual college and merit pay awards are applied as they may be funded through the state and system budget allocation processes, and according to the college and NSHE guidelines. Once the college plan is developed and approved by the Faculty Senate, the president approves the final plan regarding merit pay awards for each eligible faculty member. The action of the president is submitted to the Nevada System of Higher Education for review and final approval. Upon NSHE approval, the college generates "Faculty Employment Contracts" according to the provisions of the faculty salary plan.

### **Policy:**

The amount of merit pay award for each faculty member is determined by that faculty member's final performance evaluation rating. To receive a merit salary award, a faculty member must receive a final evaluation result of "Excellent" or "Commendable" and meet all qualifying steps for consideration.

Merit salary increases are distributed to academic and administrative faculty by a "share" distribution plan. Under this proposal, faculty who receive a "Commendable" or "Excellent" final overall composite score (OCR) will be awarded a merit salary increase equivalent to the Merit Unit Award (MUA) as designated under the Moderate Distribution Plan developed by Dr. Areola within his book "Using OCR in Promotion, Merit Pay, and Post Tenure Review Decisions". Additional qualifying factors are listed under the **Initial Merit Consideration Qualifiers** heading in this document.

A faculty member with an "Excellent" or "Commendable" final evaluation may not be able to receive all of the prescribed merit award increase added to their salary if the increase would cause the person's salary to exceed the maximum allowed for the person's range. In this case, the portion of merit pay increase that exceeds the maximum salary limitation will be awarded as a one-time, non-cumulative merit bonus.

Merit pay is mutually exclusive from COLA (Cost of Living Allowance). COLA will be awarded in years when the Legislature funds such increases.

Faculty who do not have a performance evaluation for the preceding year because they are returning from a one-year leave of absence (sabbatical, etc.) will return in July at the same salary they had when they took leave (plus COLA, if any was given). Their last evaluation will be used to determine their Merit Award for the new academic calendar year.

### **Frequency:**

The merit plan shall require faculty evaluation once annually.

**Appeal:**

Academic and administrative faculty may appeal the results of their evaluation through the Faculty Appeals Procedure as outlined in the current Great Basin College By-Laws.

**Review:**

The college system of evaluation and merit award shall be reviewed periodically. The review process shall provide for the involvement of all college personnel holding faculty rank. Recommendations for change shall be approved by a majority of the college personnel holding faculty rank by vote by container representatives in the Senate, before submission to the president of the college for final approval and implementation. If the recommended changes are not approved, the president should submit recommended modifications to the proposed plan back to the college personnel holding faculty rank, via the Faculty Senate, for further consideration and resubmission. In the meantime, the existing plan would remain in effect.

Due to the fact that we do not have solid historical Administrative Faculty Evaluations data on a scale comparable to the Academic Faculty using the OCR ratings, the first allocation of merit after the inaugural transition awarding of July 2014, will be based on the raw OCR scores for both faculty classifications. After the Merit Awards have been issued on or about July 2015, the college will conduct a statistical analysis of the Academic and the Administrative Faculty data to determine if a Standard Normal Distribution should be instituted going forward for the July 2016 awards of merit. The Compensation and Benefits Committee will be charged with reporting the results of the analysis to Faculty Senate for consideration.

**Academic Freedom:**

Evaluation shall not be used to restrain faculty members in their exercise of constitutional rights or academic freedom as set forth in TITLE 2 - Nevada System of Higher Education Code, Chapter 2, Academic Freedom and Responsibility.

**Calendar for Evaluation of Faculty and Merit Recognition: TBD based on Senate Feedback****Evaluation Procedural Guidelines for Merit Award Considerations:**

The standard approved GBC annual evaluation forms and the rating numbers they produce shall be used by supervising Deans, Vice Presidents, or President as the primary basis for arriving at an overall evaluation rating of each full-time faculty member in each evaluation year. This rating shall be the primary basis for the award of any merit pay. Only in the event of egregious acts or acts requiring disciplinary action may the evaluation rating be reduced or the individual eliminated from consideration for merit by the supervising Dean or Vice President. Supporting documentation for these cases must be available to the affected faculty member, and if not agreed to by the faculty member, established procedures of grievance and appeal may be followed. Only faculty supervisors (Deans, Vice Presidents, or President) shall be involved in any adjustment of annual evaluation ratings for merit consideration.

1. Faculty salary increases will be awarded on a college-wide basis rather than on a divisional basis. In other words, all Academic and Administrative faculty at the college who receive a given overall composite rating will receive the same Merit Award based on the share value in that given year and the distribution method in place at that time.
2. Faculty who have reduced load contract responsibilities will have their teaching and administrative responsibilities evaluated on a proportional basis.
3. These procedures become college policy beginning with the 2015-2016 evaluation period.

## **Performance Evaluations and Definitions**

### **Initial Merit Consideration Qualifiers:**

1. Must achieve a minimum of “Satisfactory” on all categories of the Academic or Administration Faculty Self-Evaluation form totals that specifically apply. If no Management or Supervisory duties are part of the faculty’s normal responsibilities, then that category will not be included in the evaluation.
2. Must currently be employed as an Academic or Administrative Faculty Member. Adjunct Faculty, Classified Staff, and those with a rank of Dean or higher are excluded from merit award per NSHE guidelines.
3. The Legislature, and subsequently the Board of Regents, must fund the college specifically for Merit Pool allocations.
4. Understanding that a “share” of the pool will vary in monetary amounts depending on the size of the pool allocated. A “share” does not equal to a percentage of the faculty member’s current or base salary.
5. Merit allocation gets added to current base salary to establish a new salary for the next year. It is not awarded as a one-time bonus with the exception of those faculties who are at the top of their salary range.
6. Merit shall be awarded based on the score a member received with the criteria indicated on the Academic and Administrative Faculty Self-Evaluation forms, with additional consideration given by the final evaluator (VP or Dean).
7. Mandatory completion and inclusion of the two course assessments under the Instructional Design section of the Evaluation for Academic Faculty.
8. At final level of evaluation, the Dean or VP could either downgrade or upgrade the faculty member’s Self-Evaluation form but it will be just one category (i.e. Excellent to Commendable, or Satisfactory to Commendable). When multiple monetary award levels are part of a category, then the Faculty Member will be awarded Merit Pay at the highest level within the downgraded category (Commendable 4.59) or lowest level within an upgraded category (Excellent 4.60).
9. Great Basin College, to assure Faculty of transparency in Merit Awarding, will provide a report at the conclusion of each merit award cycle that includes a breakdown of the OCR scores and their accompanying monetary awards confirming full allocation of available funds.

## **Merit Award Plan Distribution:**

In the spirit of continued collegiality, Great Basin College Faculty has chosen the following “Moderate Distribution” plan for implementation at the start of the 2015 – 2016 academic calendar year when merit pay is funded by the Legislature and NSHE. A transitional plan, to be identified later in this document, has been developed to allocate the current funds available on July 1, 2014.

### **Plan Specifics:**

1. All faculty regardless of funding sources are eligible for merit award.
2. Faculty who are not state funded (i.e. contract, grant, self-funded, etc.), are to build merit consideration into their funding source.
3. State funded faculty will be awarded Merit based on a share of available budgeted funds per the guidelines of the plan.
4. Qualifiers are identified within the section titled “**Initial Merit Consideration Qualifiers**”.
5. Faculty must have an overall composite rating (OCR) of at least 3.80 to be considered for merit award and have achieved at least a “Satisfactory” rating on each role category within their evaluation.
6. Mandatory completion and inclusion of the two course assessments under the Instructional Design section of the Evaluation for Academic Faculty.
7. The merit pool will be distributed using the following mathematical principles and formula.
  - a. Given facts:
    - i. Total number of faculty who qualified for merit award, who are included in the state fund allocation.
    - ii. Total sum of money available in the Merit pool.
  - b. Calculations:
    - i. All qualifying faculty OCR scores are to be summed.
    - ii. The total is divided into the fund allocated for merit award.
    - iii. This arrives at a Merit Unit Award (MUA).
    - iv. The MUA is multiplied by the OCR score for each faculty member achieving meritorious service levels to establish the individual monetary award that is added to the faculty member’s coming year salary.
    - v. The total of all awards combined is to be equal to the entire fund allocated to the college for merit.

### **The Transition Plan:**

Great Basin College faculty has overwhelmingly stated their preference that equity and fairness continue to be the norm for all faculty. To that end, all faculty members who are deemed qualified for merit award on July 1, be awarded an equal share of the fund pool regardless of the particular OCR rating each achieve as long as they are at the minimum Commendable level. This award will be added to their base salary for the coming 2014 – 2015 academic year.