

# UNIVERSITY of HOUSTON SYSTEM

Paula Myrick Short, Ph.D.

*Theresa M. Monaco Chair*

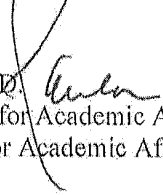
*Senior Vice Chancellor for Academic Affairs, University of Houston System*

*Senior Vice President for Academic Affairs and Provost, University of Houston*

*Distinguished Professor of Education*

## MEMORANDUM

**TO:** UH Deans

**FROM:** Paula Myrick Short, Ph.D.   
Senior Vice Chancellor for Academic Affairs, UH System  
Senior Vice President for Academic Affairs and Provost, UH

**CC:** Mark Clarke, Ph.D.  
Associate Provost, Faculty Development/Faculty Affairs

Sabrina Hassumani, Ph.D.  
Associate Provost, Finance & Administration

**DATE:** November 7, 2017

**RE:** FY18 Faculty Merit Increases

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I learned today that the President has established a two percent merit pool for faculty and staff, pending approval from the Board of Regents on November 16, 2017. With this decision, I am providing a memo with guidelines for awarding merit increases to faculty. A separate memo provided by the Executive Vice President for Administration and Finance will cover staff increases. Merit increases are separate from those raises that accompany promotion and tenure.

We are distributing working documents that contain the merit pool amounts for each college. Total faculty merit may not exceed the total amount of the merit pool. Merit pools for faculty and staff paid from central resources have been calculated by fund code (1026, 1054, 1102, 2063, 2064, and 2079) and these merit pools may not be exceeded; raises for all faculty and staff funded from grants, auxiliary or other local sources are to be funded specifically from those sources. The merit pools for such funding sources have also been calculated based on FY17 faculty salaries; these pools may not be exceeded. All raises will take effect January 1, 2018. Faculty and staff increases will be in the February 1, 2018 payroll.

The pools for P&T and the Faculty Competitive Salary Initiative (FCSI) have been funded to colleges as part of the FY18 budget process. Approved faculty have received P&T and FCSI increases for FY18.

### Guidelines

Merit increases should be awarded to the most productive members of the faculty, based on the most recent faculty reviews conducted by the academic unit. While I am not requiring that a specific percentage of faculty receive or not receive an increase, it is my expectation that not all faculty in a college will receive merit raises. I do ask that the application of the merit process be uniform in the unit and transparent.

All merit salary recommendations will be sent to me no later than November 17, 2017. To assist me in the review of your recommendations, you should explain the awarding of an increase greater than 6.0% to any one individual. These explanations should be collected in a single memorandum. I will look carefully for distributions that appear to be at or near "across the board" and will ask for further justification/reconsideration if this is the case. I encourage you to meet with faculty who do not receive merit increases to discuss expectations for faculty performance both at the University of Houston and within the respective unit.

### **Process**

Your college administrator will receive a worksheet listing each faculty member and their salary as of August 31, 2017. This document will be uploaded to the Office of the Provost SharePoint site on November 7, 2017. Your college will also receive lists of those faculty and staff that are ineligible for increases as a result of failure to complete required training and ePerformance documents, or debt to the university. Given the timing of this mid-year merit, the timeline for activities related to faculty and staff merit is abbreviated. You must complete all requisite worksheets and return them to the Office of the Provost by the published deadline. I realize that this may cause an inconvenience to those of you who may have planned absences for the upcoming holidays. Unfortunately, with such short notice, the turnaround time is unavoidable.

Please send your recommendations for increase to my office no later than November 17, 2017. Your recommendations should be considered confidential until I give you final approval. Merit raises are not to be communicated to the faculty until that time.

Please note that these guidelines and the final salary distributions, without names or other individual identification, will be provided to the Faculty Senate.