

Process for Faculty Merit Adjustments

Article 32.5 of the WMU-AAUP Agreement provides for the opportunity for a faculty member to be considered for a merit-based salary increase. This document outlines the process for requesting a merit adjustment.

The request for a merit-based adjustment may be made by the faculty member, chair, or dean. The submission shall include a letter summarizing the request for a merit-based adjustment along with an updated CV highlighting the faculty member's accomplishments in teaching, research, and/or service for the past five years. This request must be received by the dean's office no later than March 31.

The dean in consultation with the chair/director reviews the faculty member's request in accordance with the criteria established and communicated to the WMU-AAUP on December 12, 2013: "The criteria Western will use to determine if a faculty member is deserving of a merit-based salary adjustment will be based on: 1) the availability of sufficient funds to provide a salary adjustment; 2) for traditionally ranked faculty, a sustained, demonstrated record of exemplary research, teaching, or service over the last five years within the faculty member's discipline; and 3) for faculty specialists, a sustained demonstrated record of activities and assignments consistent with the terms of the faculty member's letter of appointment."

Based on this criteria, the dean makes a recommendation to the provost by April 30 either approving or denying the merit request. The recommendation from the dean to the provost includes a dollar amount for the merit adjustment. The dean also notifies the faculty member of their recommendation at the time the dean's recommendation is sent to the Provost (April 30).

The provost reviews all requests received for consideration of merit increases in accordance with the established criteria and notifies the faculty member of the decision no later than June 15. All adjustments are effective July 1 of the following fiscal year for fiscal year faculty or August 15 of the following academic year for academic year faculty.

Preference will be given to those that have not received a merit adjustment in the previous five years. The cost of merit adjustments will be borne by the colleges. There is no "central fund" in academic affairs to pay for these changes to faculty salaries.

Approved by Provost Council October 11, 2022.