



Office of the Provost

Department of Physics and Astronomy

Merit Pay Procedures

Approved: 2024

Office of the Provost
James Madison University

MSC 7607
Alumnae Hall, Room 102
91 Alumnae Drive
Harrisonburg, VA 22807
540.568.3429



Policy 1001

Merit Raise Procedures

Purpose

This document describes the methods and procedures used in the determination of merit raises. It was approved by the faculty in June 2008 and by the administration in August 2008. Amendments were approved by the faculty on February 11, 2011. Further amendments were approved on April 30, 2024.

Definitions

None.

Applicability

This procedure applies to all RTA, Tenured, and tenure-track faculty in the Department of Physics and Astronomy.

Policy

Awarding of Merit Raise Shares

Merit raises are designated by the state or university and should recognize the performance of a faculty member in their duties. The raises would be assigned to the department as a pool of funds based on the current sum of the salaries in the department. This policy describes how each faculty member is given shares of that raise pool.

- If a faculty member has been rated as unsatisfactory in any of the three categories in the previous three years, they will not receive any merit raise shares regardless of other ratings received in that period.
- If a faculty member has been evaluated as excellent or noteworthy at least once in any of the three categories (teaching, scholarly activity, and service) in any of the previous three years, they will receive one merit raise share.

- Otherwise, if a faculty member has not been rated as excellent or noteworthy but as satisfactory or marginal in all three categories in the previous three years, they will receive a half of a merit raise share.
- The maximum number of shares any faculty member can have is one.

Occasionally, there are situations where supplemental raise money is available or there are special circumstances for a particular faculty member. In these cases, special adjustments may be made in consultation with the Dean to rectify historical inequities or address unusual situations.

Distribution of Raises Based On Merit Raise Shares

When the number of shares allocated to each faculty member has been determined, the total number of shares distributed will be determined. The available pool of funds for raises will be divided by this number to determine the value of one share. Then each faculty member will be awarded a merit raise equal to the number of shares they have times the value of a single share.

Example

There are five faculty members with the following current salaries: A = \$100,000, B = \$ 90,000, C = \$80,000, D = \$70,000, and E = \$60,000. The total amount of money available for raises is 1% or \$4,000. The faculty members have earned the following number of shares: A = 1, B = 1, C = 0.5, D = 1, and E = 0.5.

Using this, the total number of shares earned is 4 so the value of each share is \$4,000 divided by 4 or \$1,000.

The raise each faculty member receives is :

A	: \$1,000
B	: \$1,000
C	: \$500
D	: \$1,000
E	: \$500

Responsibilities

The department head will calculate the raises using the above method and their calculations will be checked by the AUPAC chair for accuracy and equity.

Sanctions

None.

Exclusions

None.

Revised : April 16, 2024