

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER RULES**

31.01.08.Z1 Faculty Merit Payment Program

Approved January 11, 2002

Reviewed and confirmed March 19, 2008

Revised August 17, 2011

Supplements System Regulation 31.01.08

1. OVERVIEW

Health science centers throughout the United States exist within a highly competitive environment with respect to recruitment and retention of outstanding faculty. The Faculty Merit Payment Program (FMP) provides a mechanism whereby faculty members of The Texas A&M University System Health Science Center may receive merit payments for excellence in teaching, research, service, or increased duties and responsibilities.

2. ELIGIBILITY FOR THE FACULTY MERIT PAYMENT (FMP) PROGRAM

- 2.1 Each component of the Texas A&M University System Health Science Center may develop a merit payment plan for their faculty members. The details of the component plan will be reviewed and approved annually by the Health Science Center Executive Committee.
- 2.2 Faculty members at the instructor, assistant professor, associate professor, or professor level within The Texas A&M University System Health Science Center are eligible for the FMP.

3. ADMINISTRATION OF SALARY INCREASES

- 3.1 Base Salary: The base salary is the annual salary that is provided to the faculty member for support of teaching, research, and service missions of the institution.
- 3.2 Merit raises: Faculty merit raises may be granted based on established meritorious criteria which would increase the base salary.
- 3.3 Merit Payments: The faculty merit payment is determined in recognition of superior performance or increase responsibilities, which advance the purpose of the component in the area of teaching, research or service within the A&M System Health Science Center.

- 3.3.1 The faculty merit payment may be granted once a year.
- 3.3.2 Faculty merit payments are one-time, lump sum payments that do not increase base salary.

4. AWARD OF MERIT PAYMENTS

- 4.1 Merit payments are in recognition of superior performance or increased responsibilities, which advance the purpose of the component on the basis of performance in achieving objectives in component departmental plans and excellence in sponsored research, teaching, or service activities.
- 4.2 The amount of merit payment that may be awarded to a faculty member as part of the Faculty Merit Payment Program for each fiscal year will be determined by a plan approved by the Dean/Director in conjunction with the Chair/Director.
- 4.3 Merit payments may not exceed 25% of base salary, up to a maximum of \$25,000. Merit payments of \$7,500 or less must be forwarded by the Dean/Director to the appropriate Vice President for approval pursuant to the President’s Delegation of Authority for Human Resources. Merit payments over \$7,500, up to a maximum of \$25,000, must be approved by the President.
- 4.4 The faculty member must have been employed by the component for the six months immediately preceding the effective date of the merit payment. Six months must have elapsed since the faculty member’s last merit salary increase.
- 4.5 The Faculty Merit Payment Program shall be funded within the existing budget of each component/department/center of the Texas A&M University System Health Science Center. Expenditures for this program shall be made from allowable funds.
- 4.6 Merit payments to faculty members shall be treated as payroll items subject to standard withholdings and deductions. Merit payments will be included in the calculation of maximum deferral available under the tax sheltered annuity program.

OFFICE OF RESPONSIBILITY

Vice President for Finance and Administration