

Lydia Lee

From: Timothy Pinkston
Sent: Friday, February 16, 2018 3:39 PM
To: Lydia Lee; Jacob Beal
Subject: FW: MFD- 2018-19 Faculty Merit Raise Worksheet
Attachments: MFD.2018-19 Faculty Salary Worksheet.xlsm

FYI, this is an example email to the Chairs/Directors.

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From: Timothy Pinkston
Sent: Friday, February 16, 2018 3:38 PM
To: Richard Roberts (richrob@usc.edu) <richrob@usc.edu>
Cc: Laura Carlos <lauraram@usc.edu>; Timothy Pinkston <tpink@usc.edu>
Subject: MFD- 2018-19 Faculty Merit Raise Worksheet

Dear Rich,

Attached is your 2018-19 worksheet for reporting faculty merit evaluations and proposing salary raises. The worksheet contains three tabs: the first lists full-time (or near full-time) T/TT and teaching faculty, the second lists full-time (or near full-time) Research faculty, and the third lists Adjunct and Part-time faculty in our payroll system excluding persons added after last year's calendar year (e.g., PTLs hired this Spring semester). The Adjunct/PT faculty tab lists the individual's FTE salary under the "Effective salary" column for persons who teach, assuming that the per-course pay rate is scaled to a 100% teaching load (i.e., 22.5 units per year, where each unit amounts to 4.44% effort).

For each of the three worksheet tabs, you are asked to indicate the merit evaluation rating as well as the proposed salary raise amount, or percentage, for each faculty member listed. Data entry is required in columns J, K, and L, in each tab. When entering (**P** or **A**) data in column K labeled "Raise Method (**P**ercent, or (**A**)mount," the worksheet will treat the data entry accordingly and calculate the resulting raise and salary by applying the dollar amount or percentage increase entered in column L, "Raise Factor (% or \$)." **The 2018-19 faculty raise pool will be 3.0% for merit. We have also set aside additional funds for promotions and other adjustments.**

In completing the worksheet tabs, it is necessary that your "merit" raise recommendations (column N) stay within the 3.0% pool and reflect the faculty merit evaluation process, along with any modifications you recommend. (Note: Column J should reflect the departmental committee's recommendation; if you wish to make your own separate merit rating recommendation, please do so by inserting your scores a separate additional column to the right of these columns, i.e., in column V, or make a note of this in the "Comments" column.) Please keep in mind that, on our scale of 1 to 5, a merit rating of "3" means *meritorious work*. A rating of "5" is reserved for work meeting the highest aspirations of the department/School. A rating of "1" indicates that improvement is needed; faculty whose performance have been identified as needing improvement should be made aware of this and understand what is expected of them to move forward (for such faculty, Individual Development Plans should be formulated and discussed with them).

If for any reason you believe a particular faculty member should be excluded from the raise pool, simply delete the contents in column H "Effective salary" and column I "Raise Pool Amt" and provide a brief explanation in the "Comments" column. For promotions or other adjustments, use the columns labeled "Special Raise" in the worksheet tabs (for faculty whose promotion decisions are already known, these entries have already been uploaded with the promotion raise, which is additional to the normal merit-based raise). Note that when using the special raise section,

the results in the “Special Merit Salary” column include both the merit and special raise recommended amounts. All “Special Raise” recommendations require a narrative justification, which should be included in your accompanying memo briefly summarizing the faculty evaluation process and explaining the raise recommendations.

Raise recommendation meetings with Dean Yortsos will be held the week of March 19th. It is very important not to confuse the meeting dates with the worksheet submission deadline as the Dean requires review time prior to meeting with you to discuss the recommendations. **The submission deadline for ALL faculty merit raise recommendations, including your accompanying Chair memo that explains the process and raise recommendations, is two weeks from today, Friday, March 2nd. Please send your completed worksheets to me at tpink@usc.edu on time, by or before this deadline date.**

Thank you for your careful attention to the process and timeline. Please contact me for assistance if you have any questions as you complete the worksheet.

Regards,

- timothy