Steinhardt Full-Time Faculty  
Annual Merit Increase Process And Criteria

1. Merit Assessment
   a. All full-time faculty with primary appointments in Steinhardt complete an annual review process by either completing the Steinhardt Professional Activities Form or a department annual review form by late March. Department chairs decide which information gathering process their department will use. The information gathered addresses contributions to scholarship, teaching, and service activities for the prior calendar year and includes an updated faculty CV. The annual merit information and updated CV are then made available to Department Personnel Committees and Department Chairs.
   
b. The Department Personnel Committees use established criteria to review the annual merit of the department’s full-time faculty. The Department Personnel Committee provides a report to the Department Chair evaluating faculty academic activity with a recommendation on merit. Given the significant differences between Steinhardt’s departments, merit criteria are department-generated and department-specific.
   
c. The Department Chair reviews the faculty’s annual merit information and the Department Personnel Committee report and merit recommendation. Based on this review, the Chair determines merit. The Chair provides each faculty with feedback regarding their merit assessment for the year.
   
d. Faculty may appeal the Chair’s merit assessment. Appeals are reviewed and a decision rendered by the Dean following his/her evaluation of the faculty’s annual merit information, Department Personnel Committee recommendation, Chair recommendation, and department merit criteria.
   
e. The Dean assesses merit for Department Chairs and Vice/Associate Deans, using the Professional Activities Form and associated materials.

2. Department AMI Pool Distribution
   a. An AMI Pool for FY20 of 2.0% of full-time faculty salaries is allocated to departments. Separate pools are distributed for tenure-track, continuing contract, and other/visiting faculty.
   
b. Using data from the faculty merit review, Chairs recommend to the Dean an AMI for each department faculty. Chairs are required to submit a recommendation that does not exceed the total allotted department AMI pool. In doing so, Chairs are advised to consider a practice of offering higher than typical AMIs to high merit faculty with incomes on the lower end of the Steinhardt distribution, as benchmarked by hiring/retention experience.
   
c. For jointly-appointed faculty, Steinhardt Chairs provide the recommended AMI, as above; the Office of Faculty Affairs discusses the recommended AMI with the joint faculty member’s secondary department, prior to Dean review.
3. **Dean’s Reserve**
   a. The remaining portion of the total AMI pool, 0.5% for FY20, is reserved for use by the Dean for equity and market adjustments; promotion and retention base salary increases; adjustments for spearheading new initiatives; and other special circumstances. This may be done in consultation with Department Chairs.

4. **Dean Review and Determination**
   a. The Dean reviews the Chair’s AMI recommendation for each faculty member, and in some cases, may confer with the Chair for additional information. For faculty with joint appointments, the Dean review also includes consideration of input from the secondary department.
   
   b. The final determination for all faculty AMI (including for Chairs and Vice/Associate Deans) is made by the Dean. For faculty with joint appointments, the Office of Faculty Affairs informs the secondary department of the final AMI.

5. **Notification to Provost and Faculty**
   a. The Dean submits Steinhardt’s AMI recommendation for each full-time faculty to the Provost with written justification for salary increases that are less than 1% or greater than 6%.
   
   b. Following Provost approval, the Dean informs each faculty member, including Chairs and Vice/Associate Deans, of their annual base salary for the upcoming academic year.