

**THE UNIVERSITY OF TEXAS AT DALLAS**  
**NUMBERED POLICY MEMORANDA**

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POLICY MEMORANDUM 82-III.22-43

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**POLICY ON MERIT SALARY INCREASES FOR FACULTY**

It is the policy of The University of Texas at Dallas to make at least part of the annual increase in faculty members' salaries on the basis of merit, whenever legislative appropriations so permit.

Evaluations of merit for salary increases will be made according to the same general standards that apply for promotion and tenure: namely, (1) creative productivity and professional achievement, (2) teaching effectiveness and (3) University citizenship. Creative productivity and professional achievement will be evaluated in the light of the guidelines articulated by each School, which embody its philosophy and objectives. Such evaluations will make use of directly known and objective information, ignoring hearsay and anonymous inputs. Faculty members are encouraged to call the attention of the Dean of their School to accomplishments or activities which they believe might be overlooked in evaluations for merit salary increases in order to assure that the information about these contributions will be complete.

Evaluations will be made by the administrative chain responsible for developing the University budget. The primary input will be by the School Dean, utilizing whatever advice and recommendations from Department Heads or other members of the Dean's administrative structure as might be appropriate in that School. The results of this evaluation will be expressed as a recommended salary increase figure, submitted along with any details that may be necessary for justification to the Executive Vice President and Provost (Provost). The Provost will review these recommendations with each Dean, and recommend salary increases to the President for decision.

Faculty members are encouraged to seek clarification of their salary increases whenever they have questions or dissatisfactions concerning them. Pursuit of such questions or complaints fosters better internal University communications and improves operation of the mechanisms for setting salary increases. Queries should be lodged with the School Dean. In Schools where Department Heads provide an initial merit increase recommendation for the Dean, a preliminary discussion should be held with the Department Head. If the matter remains unresolved fifteen days after discussion with the Dean, it may properly be taken to the Provost and, if unresolved there within fifteen days, to the President.