

## Annual Merit Increase Process And Criteria

### 1. Annual Faculty Self Evaluations

a. All full-time faculty with primary appointments in Tisch School of the Arts complete an annual review process through Interfolio Faculty 180 in the month of May. 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 Department Chairs through a shared google drive.

b. The Department Chair reviews the faculty's annual merit information. Based on this review, the Chair determines merit. The Chair provides each faculty with feedback regarding their merit assessment for the year.

c. Faculty may appeal the Chair's merit assessment. Appeals are reviewed and a decision rendered by the Dean following their evaluation of the faculty's annual merit information, Chair recommendation, and department merit criteria.

e. The Dean assesses merit for Department Chairs and Associate Deans, using Faculty 180 and associated materials.

### 2. Department AMI Pool Distribution

a. An AMI Pool for FY23 of 4.0% 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 may 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 Tisch School of the Arts distribution, as benchmarked by hiring/retention experience.

c. For jointly-appointed faculty, Tisch School of the Arts Chairs provide the recommended AMI, as above; the Office of Faculty discusses the recommended AMI with the joint faculty member's secondary department, prior to Dean review.

d. Faculty on leave or leave without pay will typically receive a lower merit increase as the increase is based on service, teaching and being an active member of the school.

### 3. Dean's Reserve

a. The remaining portion of the total AMI pool, the 4% from the academic administrative appointment, is reserved for use by the Dean for additional merity; adjustments for spearheading new initiatives; and other special circumstances. This may be done in consultation with Department Chairs and Associate Deans.

### 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 Tisch School of the Arts'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.