


# UNIVERSITY of HOUSTON SYSTEM

Paula Myrick Short, Ph.D.  
Theresa M. Monaco Chair  
Senior Vice Chancellor for Academic Affairs, University of Houston System  
Senior Vice President for Academic Affairs and Provost, University of Houston  
Distinguished Professor of Education

## MEMORANDUM

**TO:** UH Deans

**FROM:** Paula Myrick Short, Ph.D.   
Senior Vice Chancellor for Academic Affairs, UH System  
Senior Vice President for Academic Affairs and Provost, UH

**DATE:** June 20, 2019

**RE:** FY20 Faculty Merit Increases

The President has established a two percent merit pool for faculty and staff, pending approval from the Board of Regents on August 22, 2019. This memo provides guidelines for awarding merit increases to faculty. A separate memo provided by Mr. Jim McShan will cover staff increases. Merit increases are separate from those raises that accompany promotion and tenure.

You will receive working documents that contain the merit pool amounts for each college. Total faculty merit may not exceed the total amount of the merit pool. Merit pools for faculty and staff paid from central resources have been calculated by fund code (1026, 1054, 1102, 2063, 2064, and 2079) and these merit pools may not be exceeded; raises for all faculty and staff funded from grants, auxiliary or other local sources are to be funded specifically from those sources. The merit pools for such funding sources have also been calculated based on FY19 faculty salaries; these pools may not be exceeded. All raises will take effect September 1, 2019. Faculty and staff increases will be in the October 1, 2019 payroll.

The pools for Promotion and Tenure will be funded to colleges as part of the FY20 budget process.

### Guidelines

Merit increases should be awarded to the most productive members of the faculty, based on the most recent faculty reviews conducted by the academic unit. I ask that the merit process in the unit be transparent and uniform. It is my expectation that not all faculty in a college will receive merit raises.

All merit salary recommendations will be sent to me no later than July 1, 2019. To assist me in the review of your recommendations, you should explain the awarding of an increase greater than 6.0% to any one individual. These explanations should be collected in a single memorandum. I will look carefully for distributions that appear to be at or near "across the board" and will ask for further justification/reconsideration if this is the case. I encourage you to meet with faculty who do not receive merit increases to discuss expectations for faculty performance both at the University of Houston and within the respective unit.

## **Process**

Your chief business officer will receive worksheets for faculty and staff merit. This document will be uploaded to the Office of the Provost SharePoint site on June 20, 2019. The timeline for activities related to faculty and staff merit is abbreviated. Please complete all requisite worksheets and return them to the Office of the Provost by the published deadline. I realize that this may cause an inconvenience to those of you who may have planned absences. Unfortunately, the turnaround time is unavoidable.

Please upload your recommendations for increase to the Office of the Provost SharePoint site no later than July 1, 2019. Your recommendations should be considered confidential until I give you final approval. Merit raises are not to be communicated to the faculty or staff until that time.

Please note that these guidelines and the final salary distributions, without names or other individual identification, will be provided to the Faculty Senate.