

ASSISTANT RESEARCHER – MERIT INCREASE (ON TIME, ACCELERATED, DEFERRED)

Definition

- Merit is the advancement in step within a given rank
- An accelerated merit is an advancement in step in advance of eligibility or when skipping a step
- A deferred merit occurs when a candidate does not advance at the normal period of time

General Information (see [The CALL, Professional Research Series](#))

- An Assistant Researcher is eligible for normal merit increases every two (2) years
- Acceleration requires evidence of exceptional achievement and must be justified
- The effective date for merit increases is July 1
- Review the candidate's research performance since the last personnel action
- Additional procedural information can be found in the [Summary of Procedures, #9](#)

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy of the dossier.

Dossier contents in the order below:

- ☐ [Assistant Professional Research Data Summary](#) cover page (emailed to Luskin Analyst)
 - Indicate in the proposed action box if the action is "accelerated" or "deferred" and number of years
 - Annual salaries are to be taken from [Table 13](#), Professional Research Series Salary Scale
 - Salary above the proposed rank and step is considered off-scale
 - The Dean can approve an initial off-scale salary up to and including the next step or when maintaining current o/s percent, all other off-scale salary requests require Vice Chancellor approval
- ☐ Updated **History Record**
- ☐ **Data Summary**, page 2
 - Candidate must initial this page, bottom right corner
- ☐ **Bibliography**
 - Candidate must initial pages, bottom right corner
 - Mark "Since Last Review" in **all** sections
 - Refer back to the last action to make sure nothing is missing or duplicated
- ☐ **"Prior" Certification page** (Data Summary, page 3)
 - This page must be read by the candidate and signed **before** any departmental review (APM 220-80, c)
 - Information and evidence supplied by the candidate must be listed on bottom portion of this page (CV, self-statement, etc.)
 - **Option not to submit a Bias List must be indicated**
- ☐ **Bias List**, optional
- ☐ **Self-Statement**, *optional*
- ☐ **"After" Certification page** (Data Summary, page 4)
 - This page must be read by the candidate before signing (APM 220-80, e)
 - Must be signed **after** the date on the "Prior" page and after the date on the department assessment
- ☐ If applicable, **candidate's written response** to department assessment
 - See APM 220-80, e, and "After" certification page I and III
 - The candidate's written response should be included in the file, if appropriate

☐ **Department Assessment**

Dean's Final (Proposed salary that does not exceed the Dean's authority)

- Addressed to the Dean from the Chair, or from the principal investigator and endorsed by the Chair, recommending the merit
 - The first sentence **must** include the candidate's name, proposed rank and step, percent time, salary and whether the rate is off-scale, and effective date
 - Include justification for the proposed off-scale, and/or acceleration, if applicable
- 2 page maximum

Vice Chancellor's Final (Proposed salary that exceeds the Dean's authority)

- Addressed to the Vice Chancellor from the Chair, or from the principal investigator and endorsed by the Chair, recommending the merit
 - The first sentence **must** include the candidate's name, proposed rank and step, percent time, off-scale salary, and effective date
 - Include justification for the increase in off-scale percent, increase in existing off-scale and/or acceleration
- 2 page maximum

☐ **Chair's individual recommendation, optional**

☐ **Departmental ad hoc or standing committee report, if applicable**

☐ **CV**

Publications

Do not submit these to Luskin, but they should be available upon request by the Dean.

Opus

Initiate the action and track the case by entering the appropriate dates in Opus as the case progresses. Current actions must be entered in Opus and submitted to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office.

Routing and Approval

The Luskin analyst will inspect the case then forward it to the Dean for review. The Dean has final approval authority on all Assistant Researcher merit increases (no CAP review required for skipping a step). The Dean has authority to approve the initial o/s salary up to the next step or when maintaining current o/s percent. The Vice Chancellor has final approval authority for off-scale salaries beyond the Dean's authority. When the necessary approval(s) have been obtained, the Luskin analyst will follow internal protocol and notify the department.

Reappointment Letter Associated with a Merit Increase

If an existing renewal form was approved, the current %, and end date remains in effect (no new renewal form is needed, instead the existing renewal form is honored).

Please note: In lieu of a reappointment letter, an updated renewal form may be submitted reflecting the approved step and salary.

After receiving the approved cover page, send a PDF copy of the Chair's merit letter addressed to the candidate to the Luskin Analyst. (Label the file by candidate's last name, first initial - merit letter - fiscal year. For example, "Bruin, J. - Merit Letter - 15-16")

- Letter must include the following:
 - title of the position
 - salary rate or WOS
 - name of the department in which the appointment is located

- beginning and ending dates of the appointment
- percentage of time
- general responsibilities
- name of the individual to whom the academic appointee reports
- "This appointment is for a specific term, with an ending date as herein set forth, and is not for a longer period unless express written notification is so given to the appointee. In the absence of such notification, the appointment *ipso facto* terminates on the designated ending date."
- This letter may include the candidate's signature