Merit Salary Committee

Interim Guidance for Faculty-requested Reconsideration[[1]](#footnote-1)
May 10, 2016

This interim guidance is intended to outline the process by which faculty can request a reconsideration of their merit salary annual review. This interim guidance is needed because the existing merit review policy does not address reconsideration and UW-Madison policy allows for such reconsiderations.

If a faculty member believes that his/her merit salary annual review does not accurately reflect their effort and performance (the two components of our merit policy), he/she may request a reconsideration.

1. Faculty member initiates reconsideration request with letter to Chair. This two-page letter will outline the rationale. As our merit salary policy is based on effort and performance by mission categories, any request should indicate how and why these components should be different. For example,
	1. **Effort** might reflect a difference in actual effort as compared to appointment splits.
	2. **Performance rating** might include failure to adequately consider the individual’s performance and/or disciplinary norms. A revised annual report[[2]](#footnote-2) should be included, if needed.
2. Chair will convene the Merit Salary Committee within two weeks of receipt or as soon as practicable. Committee will re-evaluate the individual’s performance and may decide to alter its assessment (or not). Committee will provide written rational for its decision. If committee cannot come to a decision, main points and arguments will be documented and the faculty member’s original merit review will stand.
3. Chair will report committee’s decision and rationale to faculty member in writing within three weeks of the committee decision.
4. Faculty member may accept the outcome or choose to appeal. At that point, faculty member and chair will consult either together or independently with CALS HR as to appropriate next step (e.g., appeal to full executive committee). As a significant HR issue, the Chair will apprise the Executive Committee of the situation.
1. This interim guidance was prepared by the Chair in the absence of a formal policy. The intent is that this guidance will form the basis for eventual changes to Merit Salary Policy. [↑](#footnote-ref-1)
2. The revised annual report will be inserted into a revised Department annual report and forwarded to CALS for inclusion in the Department’s annual report. [↑](#footnote-ref-2)