

Professor Merit Increase Application Process

Professor Merit Increase application materials must be submitted electronically [through this form](#) no later than **October 15th**.

If eligible for this year, faculty will be informed by their department chair or school director. For questions regarding eligibility, please contact your chair/school director.

- A. Effective with the 2025-2026 Academic Year, a merit program has been established for faculty who hold the rank of Professor (the “Professor Merit Increase” program).
- B. In Academic Years 2025-2026, 2026-2027, and 2027-2028, the University will fund a Professor Merit Increase pool equal to 1.50% of the aggregate Annual Base Salaries of the eligible Professors who apply for a Professor Merit Increase that year.
- C. Eligibility to apply for a Professor Merit Increase*:
 - 1. Faculty who enter the rank of Professor at the University after August 16, 2025, will be eligible to apply at the completion of their fifth year at the rank of Professor at the University and every five (5) years thereafter.
 - 2. Faculty who are in the rank of Professor at the University on August 16, 2025, will be eligible to apply in the first academic year on or after August 16, 2025, in which their completed years in the rank of Professor at the University is equally divisible by five (5) (e.g., 5, 10, 15, 20), and every five (5) years thereafter.
- D. To apply for a Professor Merit Increase, an eligible faculty member must submit a [Professor Merit Increase Cover Page](#), along with a current curriculum vitae, copies of “satisfactory” summative evaluations for each of the previous five (5) calendar years as received from the DFSC, and any other materials they believe are relevant which they would like to have considered, by the October 15th deadline established by the University.
- E. Professor Merit Increases will be awarded at the discretion of the Provost (or designee). The applicable DFSC will not provide a recommendation regarding Professor Merit Increase allocations. A decision regarding whether a faculty member receives a Professor Merit Increase and, if so, the amount of the increase, is not subject to the Grievance Procedure in Article 27 of this Agreement.
- F. Professor Merit Increases will be added to the faculty member’s Annual Base Salary on the same date as the Annual Base Salary Increase set forth in Section 1 of this Article, after the Annual Base Salary Increases are applied.

**Annually, by September 1st, a list of eligible faculty will be sent to dean’s and chairs/directors so that they can advise their eligible faculty members to submit their application form by the established deadline.*