

APPLICATIONS FOR FACULTY MERIT RAISES DUE MONDAY, MARCH 17, 2025

The faculty merit raise program recognizes faculty with exceptional achievements in professional practice, teaching effectiveness, and service to the School.

Merit raises awarded are in addition to any annual institutional increases. Raises awarded are effective in the academic year following the year in which they are awarded.

It is important to note that faculty should only apply when they have a body of work demonstrating exceptional achievement. Once an application is made, faculty are not eligible to request a merit raise for the next 3 years whether or not they are awarded an increase.

Eligibility

SAIC Faculty who ***are*** eligible to apply for merit raises:

- Have not applied for a merit raise within the past 3 years
(if you applied for a merit raise during or before academic year 2021-22, you are eligible to apply)
- Active full-time faculty who have not received a promotion or off-cycle salary increase within the last 3 years and are not currently on leave or sabbatical
(if you received a promotion, retention, or salary increase that became effective in academic year 2021-22 or prior, you are eligible to apply)
- Active adjunct faculty who have served at their current rank for at least 3 years at time of application
(if you have been in your current rank effective academic year 2022-23, you are eligible to apply)
- Active Lecturers and Senior Lecturers who have taught a cumulative total of at least 6 courses at SAIC

SAIC faculty who are eligible to apply for a merit raise must be in compliance with SAIC required trainings and have fulfilled credential documentation requirements.

Required trainings can be accessed by logging into the [Bridge Learning System](#). Courses to complete include: (1) Preventing Discrimination Harassment; (2) Preventing Sexual Abuse and Neglect of Students and Minors; and (3) Preventing Sexual Misconduct (Title IX).

Criteria

The following **criteria** are considered, with emphasis given to professional practice:

- **Professional practice:** national or internationally acclaimed exhibitions, publications, or presentations; major grants, awards, and fellowships; prestigious invited talks and visiting positions; relevant professional and scholarly participation in local, state, national, or international organizations including schools, business and industry, not-for-profit groups, or community and government agencies.

- **Teaching effectiveness:** As evidenced through student evaluation of teaching, teaching awards, creation of relevant, innovative curricula, and a periodic re-assessment of those courses; evidence of keeping current in one's field(s).
- **Service (for full-time faculty only):** Service to the School—engaged participation in committees, senate, FCTRB, and other administrative duties, as befitting one's rank.

Submitting an Application

Applications are due on or before Monday, March 17, 2025.

To APPLY, complete the [Merit Raise Application](#).

You must be logged in to your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT help line. The application can also be accessed by pasting the link below into your browser:

<https://forms.gle/KPYWxHK8fqMRLMw2A>

All documents must be converted to PDFs before uploading. Required information includes:

1. **Proposal:** A letter setting forth exceptional achievements in the relevant areas of the criteria listed above with particular emphasis on the area of professional practice
2. **Current CV**
3. **Evidence of teaching excellence** covering the past 3 years (The Dean's Office will supply course evaluations, so please do not attach evaluations.)
4. **For full-time faculty only:** Service and/or contributions to the School community for AY2022-23, AY2023-24, and AY2024-25.

Note that a portfolio of artwork or research is not required and will not be accepted.

Review and Selection

Members of the Dean's Selection Committee will review all proposals and make award recommendations to the Dean of Faculty. Salary information related to individual applicants is confidential and is not shared with the Committee.

The Dean of Faculty makes the final determination. There are three possible outcomes; faculty whose accomplishments are deemed exceptional will receive a 5% merit increase, faculty whose accomplishments are deemed excellent will receive a 3% merit increase, and those faculty not meeting the criteria will receive no increase.

Notifications of raises will be emailed in late-May/early-June.

Questions? Contact Maya Gopalan, Associate Director of Academic Administration at mgopalan@saic.edu or (312) 629-9789.