

## **FACULTY MERIT RAISES**

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**DEADLINE:** Friday, March 13<sup>th</sup>, 2026 by 5:00 pm.

### **ELIGIBILITY**

- Active tenured, tenure-track, or NTT faculty (not probational) who have not applied for a merit raise, received a promotion, or off-cycle salary increase within the past 3 academic years
- Active NTT faculty must have served in their current rank for at least 3 academic years and taught a cumulative total of at least 6 courses in the degree program at SAIC at the time of submitting this application
- Have a current CV on file
- Have completed all SAIC required trainings
- Have fulfilled credential documentation requirements
- Have provided syllabi for each class to the Dean's Office by the first day of each semester and to enrolled students no later than the first class meeting of each academic term

### **AWARD**

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

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

### **CRITERIA**

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

- **Professional practice:** national or internationally acclaimed exhibitions, publications, built work, 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 tenured and tenure-track faculty only):** Service to the School—engaged and substantive participation in committees, senate, FCTRB, and other administrative duties, as befitting one's rank.

## APPLICATION INSTRUCTIONS

**Applications are due on or before Friday, March 13, 2026 by 5:00 pm.**

**To apply, complete the [Merit Raise Application Form](#).**

You must be logged into 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 Desk by calling 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/fAv9n6T4fKXahaMq9>

**Please convert all documents into PDFs before uploading. Required files to upload include:**

- 1) Proposal: A letter setting forth exceptional achievements in the relevant areas of criteria listed above with particular emphasis on the area of professional practice
- 2) Current CV
- 3) Evidence of teaching excellence: Narrative of teaching excellence covering the past 3 academic years. The Dean's Office will supply course evaluations for this time period, so please do not attach evaluations.
- 4) Service to the School over the past 3 academic years, including the current academic year (for tenured and tenure-track faculty only)

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

## REVIEW PROCESS

Members of the Dean's Selection Committee will review all proposals and make award recommendations to the Dean of Faculty. The Dean of Faculty makes the final determination. There are 3 possible outcomes: faculty whose accomplishments are deemed exceptional will receive a 5% merit increase; faculty whose accomplishments are deemed excelled will receive a 3% merit increase and; those faculty not meeting the criteria will receive no increase.

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.

Notifications of raises will be emailed in late-May.

## CONTACT

Questions about Merit Raises and the application process may be directed to Faculty Affairs at [facultyaffairs@saic.edu](mailto:facultyaffairs@saic.edu).