

615-0 **Policy**

Merit increases for academic appointees are based on academic attainment, experience, and performance; they are not automatic. The effective date for merit increases is July 1 of each year except as provided for in APM - 615-12 and 615-24. Merit increases may be made only within the limits of available funds.

615-6 **Responsibility**

Responsibility for recommending merit increases for academic appointees rests with the department chair or comparable administrative authority. The Chancellor is responsible for establishing procedures, in accordance with policies stated in this Manual, for the initiation, review, and approval of merit increases for appointees in each academic title or title series.

615-12 **Exceptions**

July 1 shall be the effective date for a merit increase for any academic appointee except that:

- a. Chancellors and Vice Presidents are authorized to approve merit increases within the authority granted in APM - 615-24 to be effective at any date during the year; and
- b. The University's annual fiscal operating budget year begins July 1. The University's budget is adopted after the State's budget is signed, which may occur after July 1. For merits and promotions that are effective on July 1, the date of payment of associated salary increases depends on when the University's budget is adopted for the fiscal year. In the event the University's budget is not adopted in time to meet applicable payroll deadlines for a July 1 effective date, there may be a delay in payment of salary increases until the University's budget is adopted. Under these circumstances, salary increases will be paid as soon as possible, with retroactive payment to the effective date of the merit or promotion.

615-19 **Normal Periods of Service at Salary Steps**

Normal periods of service are assigned to the various salary steps in the published academic salary schedules. Although these indicate the usual intervals between

advancements, they do not preclude more rapid advancement in case of exceptional merit or slower advancement when warranted.

- a. Two or more quarters of service at one-half time or more by an academic-year appointee in any one academic-calendar year (from the beginning of the summer quarter to the end of the spring quarter, as set forth in the academic calendar) count as one full year of a normal period of service. Less than two quarters of service at one-half time or more in any one academic-calendar year does not count.
- b. Six months or more of service at one-half time or more by a fiscal-year appointee in any one fiscal year (July 1 to June 30) count as one full year of a normal period of service. Less than six months of service at one-half time or more in any one fiscal year does not count.
- c. A period of leave after service at least one full quarter may be counted toward service in reckoning the number of years at rank and step if this is deemed appropriate by reviewing authorities. For periods of leave in relation to the eight-year limitation of service, see APM - 133-17-g.

615-24 **Authority**

Chancellors and Vice Presidents are authorized to approve a merit increase, in accordance with established salary policies, for any academic appointee under their jurisdiction except for a merit increase resulting in an above-scale salary beyond the Regental compensation threshold, which is subject to approval by The Regents upon recommendation of the President.

615-96 **Reports**

See APM - 200-96.