

**Knight Foundation School of Computing and Information Sciences**  
**Merit Raise/Bonus Guidelines**  
(Approved April 18, 2025)

1. Principles
  - a. Merit raises/bonuses for faculty in the Knight Foundation School of Computing and Information Sciences (KF-SCIS) are based on the principle that faculty members should be evaluated based on the percentage of their assignment in the areas of teaching, research, service, and/or administration.
  - b. When more than one year has elapsed since the previous merit raise/bonus, the evaluation of performance should consider more than just the last year's performance. Also, faculty should not be penalized for contractually-allowed leaves.
  - c. The faculty acknowledges that the success of KF-SCIS is a result of the meritorious efforts of the entire faculty, and therefore believes that **all** eligible faculty members should be recognized with a merit raise/bonus.
  - d. The decision of how of merit raises/bonuses are distributed shall be made by the KF-SCIS Director in consultation with the Associate Director, governed by the provisions below.
2. The basis for the merit raise/bonus decision is the annual faculty evaluation and weighted percentage of the faculty assignment.
3. If more than one academic year has elapsed between the current availability of a merit raise/bonus and the most-recent previous merit raise/bonus, then the equally-weighted average of all annual faculty evaluations since that previous year shall be considered in deciding the current merit raise/bonus, up to at most the last four years' evaluations. Any annual evaluation that covers a period in which the entire Fall or Spring semester was spent on a contractually-allowed leave shall be excluded from the average.
4. In recognition of Principle 1.c above, one-third of the merit raise/bonus pool shall be divided equally among all faculty members who are eligible, under the terms of the Collective Bargaining Agreement, establishing a "floor" merit raise/bonus for each eligible faculty member.
5. The remaining two-thirds of the merit raise/bonus pool shall be used to increase some merit raises/bonuses above the "floor" amount. Such increases to merit raises/bonuses may be allocated in any manner consistent with provisions 2 and 3 above, and possibly taking into account issues such as salary compression or inversion, subject only to the constraint that at least 30% of eligible faculty members will receive an increase.
6. For an eligible faculty member who was not employed at the beginning of the period described in provision 3 (i.e. recently-hired faculty), the amount of the actual merit raise/bonus may be reduced proportionally.
7. To provide transparency, the KF-SCIS Director shall provide the faculty with an anonymized list of the dollar amounts of the merit raises/bonuses distributed.

*If implementing the procedure above conflicts with the superseding requirements of the university, including the CBA, the Director shall make best efforts to distribute funds complying with those superseding requirements, while minimizing deviation from the above stated unit procedure.*