

May 27, 1963

TO: Chairmen and Supervisors

RE: Request for Recommendations of Faculty Members To Be Considered
for Merit Increments

FROM: Wilbur A. Williams, Academic Dean *WAW*

As you know the Legislature has made some provisions for the granting of merit increments for the coming year. Recommendations are being sought to assist in the process of differentiating the performances of faculty members throughout the College.

While there are no departmental allocations for merit increments, chairmen, supervisors, and faculty members should keep in mind that not every member of the staff can be given a raise under alternate Recommendations 3 A or B. It is essential that chairmen or supervisors differentiate as far as possible the evaluation of members of his department, keeping in mind that the Legislature appropriated for each year of the biennium only approximately 5% overall increase of the previous year's salaries.

Each chairman or supervisor is asked to submit a report in duplicate (third copy may be retained by chairman or supervisor) to the Office of the Academic Dean no later than Friday, May 31 at 10:00 a.m.

A separate sheet is to be used in reporting each faculty member. Should additional pages be submitted, complete duplicate reports are requested. In order to assist chairmen and supervisors in preparing such a report, certain data on each faculty are indicated on the page. Persons completing these reports are asked to verify the highest earned degree and in cases of those without the doctorate, report the number of hours (semester) beyond the Master's degree. This information is needed to insure accuracy and completeness of information in faculty files.

Each chairman or supervisor is asked to make specific recommendations concerning salary for the members at the bottom of the page. When faculty members are assigned to more than one department, the several chairmen and, or, supervisors will be asked to make recommendations.

The President's recommendations to the State College Board will take into careful consideration: (a) the recommendation by department chairmen, or supervisors; (b) consultation with the Academic Dean; and (c) consultation with the Salary and Ranking Committee.

Chairmen or supervisors who have any questions concerning the nature of the report, or procedures are urged to consult with the Academic Dean or the President.

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