

**UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER  
FACULTY MERIT PAYMENT AND SPECIAL RECOGNITION PROGRAM  
POLICIES AND PROCEDURES  
FY 2013**

Purpose:

Enhanced faculty performance through rewards, departmental initiatives, and institutional initiatives.

Faculty Awards:

A one-time merit payment program that rewards faculty employees whose job performance is consistently above expected or required standards and who contribute to the accomplishment of departmental and institutional initiatives. This program will be administered in a manner to prevent unlawful discrimination throughout the institution.

A special component of this program is the President's Faculty Awards, intended to recognize the best and brightest faculty of the UNT Health Science Center for their contributions to education, research, and clinical care. An appropriate number of full-time faculty members will be recognized in each of these three categories based on objective, quantitative based productivity data from FY 2012. Each of the recognized faculty members will receive a special commemorative medal to be worn at future commencement ceremonies (or other appropriate award recognition for repeat recipients) along with a wall certificate. An Awards Selection Committee made up of faculty, staff, administrators, and previous winners will identify the top two faculty members in each category to receive additional recognition as President's Faculty Award for Excellence recipients. All awardees will be recognized in a special ceremony and promoted across campus and to the community.

Distribution of Merit Funds:

Merit pool funds will be distributed through the Provost to the appropriate Dean for all departments under their budget authority based on performance measures. The Dean will distribute the funds to their departments. The merit funds for Department Chairs will be pooled at the Dean level and not be allocated to the department(s). The expense of individual one-time merit payments will be allocated in direct proportion to the funding source(s) of the employee's position. The department may not exceed their total dollar allocation without approval by their Dean, the Senior Vice President for Finance/CFO, and the Vice President for Administration.

**One-time Faculty Merit Payment Guidelines:**

One-time merit payments will be awarded in accordance with the criteria set forth herein, as well as Articles VI and VIII of UNTHSC Faculty Bylaws. A one-time merit payment is a single payment that does not change the employee's base salary.

A department may recommend up to 75% of their employees (headcount) for a one-time merit payment. For purposes of this program, headcount is defined as the total number of benefits eligible faculty positions within the department. Equitable distribution of the merit funds will be determined by the Department Chair with approval from the Dean. The Dean will work with small departments of less than 5 people to ensure equitable distribution of merit consideration.

Eligibility Criteria:

- Faculty member must have at least one rating of “exceeds expectation” in any of the performance categories without any ratings of “does not meet expectations” on the FY 2012 performance evaluation to be eligible for consideration of the one-time merit payment.
- Faculty Member has been employed at least six months as of September 1, 2012.
- At least six months since faculty member’s last disciplinary action, or merit increase.
- The faculty member’s job performance and productivity must be documented by a performance evaluation completed for the 2012 fiscal year.
- Employees identified to receive a one-time merit payment under this procedure must be employed by the health science center on the date of the merit payment to be eligible.
- Executive Team members are not eligible to receive a one-time merit payment.

**President’s Faculty Awards for Excellence – Special Recognition Program**

Guidelines:

The President of the UNT Health Science Center will recognize outstanding faculty for their contributions to education, research, and clinical care. This program is intended to recognize and promote the best and brightest faculty of the UNT Health Science Center. An appropriate number of our 400+ full-time faculty will be recognized in each of the three categories based on objective, quantitative-based, data from FY 2012 such as student satisfaction scores, patient satisfaction scores, extramural research funding, publications, and faculty evaluations. Two faculty members in each of the three categories will be specially recognized based on recommendations from an Awards Selection Committee made up of past gold and silver recipients, faculty, and staff. All faculty members selected for a President’s Faculty Award will be eligible for a one-time merit payment of at least \$1,000 under the FY 2013 Faculty Merit Program. The top two faculty members in each of the three designated award categories will be eligible for a one-time merit payment of at least \$2,500 for silver recipients and \$5,000 for gold recipients under the FY 2013 Faculty Merit program.

Eligibility Criteria:

Faculty member must be eligible for a merit payment under the guidelines established for the FY 2013 One-time Faculty Merit Program and be recommended by his/her Dean to receive a one-time merit payment to qualify for the President’s Faculty Awards for Excellence. Specific criteria and productivity measures used to determine award recipients in each of the three categories are listed below.

Executive Team members with a faculty appointment are eligible to be considered for a President's Faculty Award but may not receive the monetary payment.

Recipients of the Gold and Silver Excellence Awards for FY 2011 are not eligible to receive the award again for FY 2012.

### **President's Award for Research Excellence**

- Top investigators based on FY 2012 competitive extramural funding dollars.
- Must have at least a rating of "exceeds expectation" in the performance evaluation for research and overall rating of satisfactory for FY 2012.
- At least two peer-reviewed publications in print or in press in FY 2012.
  - ***President's Promising Researcher of Excellence Award***
    - One promising investigator with competitive extramural funding in FY 2012.
    - At least two peer reviewed publications in print or in press for FY 2012.
    - Must have at least a rating of "exceeds expectation" in the performance evaluation for research and an overall rating of satisfactory for FY 2012.
    - Graduated or have been out of post-doctoral training less than five years as of August 31, 2012.

### **President's Award for Clinical Excellence**

- Top ranked (including the top provider from each department that scored greater than 70) physicians or clinicians (PA, PT, NP, CNM, etc.) based on FY2012 patient satisfaction scores.
- At least 30 patient satisfaction evaluations completed at UNT Health (or JPS or other standardized score source).
- Care for patients at least two full days per week (or equivalent) throughout year as part of UNT Health (including contracted sites).
- Must have at least a rating of "exceeds expectations" in the performance evaluation for clinical and an overall rating of satisfactory for FY 2012.

### **President's Award for Educational Excellence**

- Top faculty ranked by FY 2012 composite student satisfaction score (using whatever tool is done by school).
- At least 30 classroom contact hours and at least 10 student evaluations during the fiscal year.
- Must have at least a rating of "exceeds expectations" in the performance evaluation for academics and an overall rating of satisfactory for FY 2012.
  - ***President's Research Educator Award***
    - One faculty member with at least three doctoral trainees in FY 2012.
    - Extramural funded research portfolio including extramural funding

for their students in FY 2012.

- Must have at least a rating of “exceeds expectations” in the performance evaluation for academics and an overall rating of satisfactory for FY 2012.
- An exemplary role model for others in the area of research education.
- ***President’s Clinical Educator Award***
  - Two faculty members will be selected for this award.
  - A group of 3<sup>rd</sup> and 4<sup>th</sup> year TCOM medical students will be selected by administration to nominate clinical faculty for this award based on their clinical rotation experiences.

Other Procedures:

- Merit recommendations must be submitted to the Provost’s Office using the spreadsheet provided.
- The Awards Selection Committee will convene to determine the top two President’s Faculty Award recipients for each of the three categories. The committee will submit their award recommendations to the Provost’s Office and the Provost will compile the merit and awards information for review and final approval by the President.
- Once approved by the Provost and President, the merit and award documentation will be submitted by the Provost’s Office to HR for processing.

Date of Payment:

April 1, 2013 paycheck for both the respective merit and award payment

Awards Selection Committee:

Randy McGuffee (Chair) – Community Relations

Trisha VanDuser, EdD – Student Affairs

Michael Connors, DPT – 2011 Gold Award Recipient for Educational Excellence

Kirk Barron, PhD, PA-C – 2011 Silver Award Recipient for Educational Excellence

Arthur Eisenberg, PhD – 2011 Silver Award Recipient for Research Excellence

Frank DeLeon, MD – 2011 Gold Award Recipient for Clinical Excellence

Albert Yurvati, DO – 2011 Silver Award Recipient for Clinical Excellence

Ladislav Dory, PhD – Faculty Senate

Event Information:

Who: All faculty, staff, and students are invited to attend the President’s Faculty Awards ceremony and reception.

When: Monday, April 22, 2013 from 4:30 – 6:00 PM

Where: MET-125S Auditorium with reception immediately following