

MEMORANDUM

January 15, 2020

To: CLLA Executive Council

From: Pamela R. Matthews
Dean, College of Liberal Arts 

Subject: One-Time Merit Nominations – **DUE January 31, 2020**

I have set aside funds for a mid-year cycle of one-time merit awards for employees according to the guidelines in the TAMU Standard Administrative Procedure 31.01.01.M5.02 – *One-Time Merit Payments*. The payments will have an effective date of March 1, 2020. These awards are intended to reward employees who have "successfully completed a special project of significant importance to warrant special recognition." You are invited to nominate staff and faculty whose performance satisfies this description. I expect that nominations and awards for one-time merit will be highly selective.

One-time merit preference will be given to nominees that have completed a project that is not already part of the employee's routine job responsibilities. Administrative leave, which is awarded as part of the annual review process, is another option available for rewarding high performing staff.

One-time merit awards will be funded by the College from one-time, non-recurring funds. The award amount is not added to the employee's base salary and will have no impact on any subsequent base salary merit raise.

I prefer that one-time merit awards go to staff. However, if you have a faculty member whose extraordinary service deserves recognition, please nominate them. For the purposes of this program, service will be broadly understood to include projects connected to the strategic development of the department, college, or university as well as service projects that significantly enhance our teaching mission. Assignments with particularly demanding requirements that are otherwise uncompensated (active membership on high-level university search committee is one example) may be appropriate.

The accompanying attachment provides guidance on the criteria and recommended payment levels. Please ensure in your nominations that you are recommending the appropriate level of award. All nominations will be reviewed by a committee of representatives from across the college.

Contact Kristine Brisco at kbrisco@tamu.edu if you have questions. Submit all nominations electronically to cllabusiness@tamu.edu by **5:00pm on January 31, 2020**.



College of Liberal Arts One-Time Merit Guidelines

January 15, 2020

Please refer to TAMU Standard Administrative Procedure [31.01.01.M5.02 – One-Time Merit Payments](#). Each request must be supported by strong evidence of meritorious performance and utilize the *One-Time Merit Payment Approval Form*.

Guidelines for nominations:

- All employees are eligible for nomination of a one-time merit award. Preference will be given to nominees with projects that are not already part of their normal job responsibilities.
- The time period for one-time merit consideration is calendar year 2019. Projects will have been completed by December 31, 2019.
- Deans, department heads, or program directors may nominate employees using the attached [form](#): Account Number: 02-133017, Support Account: 16010, Accounting Analysis: 0180
- One-time merit awards will be funded centrally from one-time non-recurring funds.
- A one-time merit award is not added to an employee's base salary.
- Receiving a one-time merit award will not have implications for a subsequent base salary merit increase.
- All nominations will be reviewed by a committee with faculty and staff representation.
- It is expected that fewer than 10% of budgeted employees will receive one-time merit awards.

Eligibility Criteria for One-Time Merit Payments (all boxes must be checked on [form](#) for employee to be eligible):

- Employed with TAMU for the six months immediately preceding the proposed effective date.
- Six months have elapsed since the employee's last merit increase.
- Demonstrated meritorious performance evidenced by "achieves" or higher overall rate on the most recent performance evaluation, or by successful completion of a special project of significant importance.

Description of Performance Justifying the One-Time Merit Payment:

- Provide a one-paragraph narrative demonstrating the successful completion of a project of significant impact warranting special recognition.
- Identify an award level according to the project's degree of significance and overall impact for the department, program, college, or university.
- Indicate the overall performance evaluation rating from the employee's last review.

Award Payment Levels:

- Up to \$1,000. Work is of high quality and overall performance, skill level, and knowledge is above average. Work on the cited project(s) exhibited independent actions, resourcefulness, and was a significant accomplishment or contribution to the operation of the department or unit.
- Up to \$2,500. Work of the highest quality and overall performance is consistently outstanding. Work on the cited project(s) exhibited independent actions, resourcefulness, and exercised outstanding judgment; an exceptional contribution to the department or unit with long-term significance and impact.
- Awards exceeding \$2,500. TAMU Standard Administrative Procedure [31.01.01.M5.02 – One-Time Merit Payments](#) allows awards up to \$5,000. I do not anticipate approval of awards funded at this level except in truly exceptional circumstances.