Merit Raise/Bonus Guidelines

Department of Biomedical Engineering

Florida International University

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1. Guiding Principles

   a. Merit raises and bonuses for faculty (Tenure/Tenure Track, Teaching. Research) in the Department of Biomedical Engineering 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. Because merit raises enter into the base salary, might not be available every year, and could be substantial, evaluation of performance for a merit raise should cover the entire period that has elapsed since the last merit raise, and faculty will not be penalized for contractually allowed leave.

   c. Similarly, evaluation of performance for a bonus should cover the entire period that has elapsed since the last bonus, and faculty will not be penalized for contractually allowed leave.

2. The basis for both the merit raise and bonus decision is the annual faculty evaluation and weighted percentage of the faculty assignment.

3. If more than one academic year has lapsed between the current availability of either a merit raise or bonus from the previous merit raise or bonus respectively, the equally-weighted average of all annual faculty evaluations since the year when the previous merit raise or bonus respectively was last available should be considered in deciding the current merit raise or bonus, respectively. 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. For an eligible faculty member who was not employed at the beginning of the period described in Item 3 (i.e. newly hired faculty), the amount of the actual merit raise or bonus may be reduced accordingly.

5. The decision for a merit raise or bonus is made by the Chair of the Department. Relative merit of faculty per item #2 will be utilized as a guideline for splitting the merit/bonus pool.