

University of Florida
College of Health and Human Performance
Department of Tourism, Hospitality and Event Management

Lecturer Merit Pay Plan

The Department of Tourism, Hospitality and Event Management divides available merit pay money into two tracks: one for tenured and tenure-track faculty (excluding the Department Chair) and one for non-tenure-track faculty or lecturers. The available pool of funds for each track is based on the percentage of merit allocated against the total salaries in each track. The allocation of funds from each merit pool is as follows:

1. The **Track Merit Pool** are allocated to each track as described above.
2. The Department Chair appoints a three-member Lecturer Merit Pay Committee comprised of tenured professors. The Committee evaluates each Lecturer's APR and acts in an advisory capacity to the Department Chair regarding the annual performance of each non-tenure-track faculty.
3. The committee conducts an evaluation of the APR within the context of the prescribed work assignment and performance in teaching and service and research, if applicable.
4. The committee submits a ranking of faculty performance during the current year(s) on a four-point scale for each of the areas of assigned effort (i.e., teaching, service, and/or research) using the following four-point scale:
 - 1 = Unsatisfactory (lowest performance)
 - 2 = Satisfactory
 - 3 = Good
 - 4 = Excellent (highest performance)
5. The evaluations are presented to the Department Chair on or before May 1 of each year.
6. The Department Chair uses the information provided by the committee to issue the formal evaluation of each area of work as it relates to merit.
7. Merit is allocated to individual faculty using the following guidelines:
 - a. Faculty evaluated as (2) Satisfactory or higher in both the TEACHING and SERVICE categories receive a minimum of 50% of the merit funds their salary generated to the **Lecturer Track Pool**.
 - b. Faculty evaluated as (3) Good or (4) Excellent in both TEACHING and SERVICE are eligible for merit from the remaining pool of merit funds at the discretion of the Department Chair. However, faculty receiving an Excellent in both TEACHING and

SERVICE shall not receive merit less than the funds their salary generated to the **Lecturer Track Pool**.

- c. The Chair shall consider current year performance and the previous two years of performance when awarding merit.

Adopted spring semester of 2016 and effective for the 2016-17 academic year.
Updated to change of department name - February 2021