**How To Determine Eligibility**

Merits:

Faculty are eligible for a regular merit advancement based on the normative years at rank and step. Check the salary tables (Table 3 for COE senate titles), which indicate the number of normative years at step, but in a nutshell:

Assistant Professor, all steps: 2 years

Associate Professor, Step 1-3: 2 years

Associate Professor, Step 4-5: 3 years (overlap P1 and P2)

Professor, Step 1-8: 3 years

Professor, Step 9-AS: 4 years

If a new faculty member begins work in either Fall or Winter Quarter, the whole year counts as 1 year on the eligibility clock. If a faculty member begins work in Spring Quarter, the year does not count on the eligibility clock.

Eligibility is always calculated backwards from the effective date of the action. Look for how many years at rank and step a faculty member will have at the next available July 1 effective date.

For a new faculty appointed as an Assistant Professor who starts in Fall Quarter, the timeline may look like this:

* July 1 2020-June 30, 2021 Year 1 on the clock
* July 1, 2021-June 30, 2022 Year 2 on the clock; the merit dossier is due in mid-January 2022 for FPC review. Yes, this is less than two years at step when the dossier is completed. The period of the first review IS ALWAYS SHORTED. Assume this merit is approved.
* July 1, 2022-June 30, 2023 Year 3 on the promotion clock, Year 1 on the step clock.
* July 1, 2023-June 30, 2024 Year 4 on the promotion clock, Year 2 on the step clock; the merit with appraisal dossier is due mid-January 2024 for FPC/CAP review.
* July 1, 2024-June 30, 2025 Year 5 on the promotion clock, Year 1 on the step clock.
* July 1, 2025-June 30, 2026 Year 6 on the promotion clock, Year 2 on the step clock; the merit is due mid-January 2026 for FPC review. Usually a faculty can elect to promote at this point instead.
* July 1, 2027-June 30, 2028 Year 7 on the promotion clock; if a promotion has not yet been submitted, it is required by mid-Fall Quarter 2027 as a 7th-year case.

There are many nuances to eligibility. Be sure to check the Step Plus eligibility pages before answering questions, and there are several times in the advancement process when a faculty is eligible for more than one action in a given year. APHID does NOT provide every possible action that could be submitted. If it says “appraisal” it usually means appraisal and merit (you’ll need to check the years at step).

Upper Level Merits:

An upper level merit is a merit review that occurs at Professor, Step 5 to Professor, Step 6 and at Professor, Step 9 to Professor, Above Scale (beyond the set scale steps) and requires review of the candidate's time since promotion to full Professor. These two actions are called "barrier steps" because they demarcate the gateway to the "highly distinguished" upper or above scale steps of the Professor rank. The packet contents resemble that of a promotion, but this is still called a merit because it is a change in step, not rank.

Promotion:

Normally, academics promote from Assistant, Step 4 to Associate, Step 1 and from Associate, Step 3 to Full, Step 1. This varies in COE because we often hire new faculty at the Assistant Professor, Step 3 or 4 level. Some wait until aP5 or 6 to actually promote. A promotion dossier is required to be submitted by no later than mid-Fall Quarter of the 7th year.

In the Step Plus system, promotion can be requested early. If the candidate is not eligible for merit or promotion during the current cycle and wishes to submit for promotion, this is considered an accelerated promotion (acceleration in time). If the candidate is eligible for merit, the action remains a normal Step Plus advancement.

Assistant Professor, Step 5 and Step 6 as well as Associate Professor, Step 4 and Step 5 overlap the first two steps of the next higher rank (the salary is only $100 higher). The committees/Dean/Vice Provost use these steps to advance faculty without approving promotion.

Ex. If a faculty member is promoting from Assistant Professor, Step 5 and they have been at step 5 for two years, the next normal promotion step is Associate Professor, Step 2 because Assistant Professor, Step 5 and Associate Professor, Step 1 overlap on the salary scale. In order to actually give an increase, the next step up is used. This is not considered a 2.0 step action.

Other:

After a deferral, the candidate may submit the next year.

If the merit was denied, the candidate may resubmit the next year.

After a five-year review, the candidate may submit an action the next year.