April 28, 2025

Dear Colleagues,

Although it is still unknown whether merit raises will be awarded this year, we must prepare for the possibility. For this reason, we are requesting all units housing employees in academic job codes submit a completed Faculty Evaluation Merit Increase form. Merit-based raises must be distributed to faculty through a tier-based system. That tiered system must be informed by annual evaluations. The raises will be distributed in three tiers according to the following guidelines:

> **Tier 1**: To be eligible for a raise, a faculty member must meet expectations in all evaluation categories that fall within their distribution of effort.
> **Tier 2**: The number of faculty in Tier 2 will constitute no more than 25% of the unit's total eligible faculty.
> **Tier 3**: The number of faculty in Tier 3 will constitute no more than 10% of the unit's total eligible faculty.

Any faculty merit raise program is subject to the Board of Regents approval.

- New faculty hired on or after September 1, 2024, are not eligible for a FY26 merit increase.
- Existing faculty who received a pay change to their base salary between September 1 and December 31, 2024, not related to promotion, are only eligible for the Tier 1 merit increase.
- Existing faculty who received a pay change to their base salary after December 31, 2024, not related to promotion, are not eligible for a FY26 merit increase.

You will find the Faculty Evaluation Merit Increase form attached to this email. **It must be approved and submitted by your dean's office to facultyaffairs@ou.edu by May 9, 2025.**

Instructions for completing the form are on the first tab of the attached spreadsheet. If you have questions after reviewing the instructions on how to run the query and create the spreadsheet for your unit, please contact Lizi Young at elizabeth.s.young@ou.edu. For questions related to populating the spreadsheet, please contact Sarah Ellis at sjr@ou.edu.

Thank you,

Sarah Ellis
Vice Provost for Faculty, Norman Campus