**Suggested text for OA Merit Increase Procedures**

The Department Head or Program Director will base their merit increase recommendation on the performance reviews of the OA during the relevant evaluation period. If there has not been a performance review within the past year, the Department Head or Program Director will undertake such a review using the Structured Approach evaluation form provided on CASweb. The review should evaluate the OA’s performance of the duties and responsibilities described in the OA’s position description and his/her current job duties. While OA reviews are conducted by the Department Head or Program Director, they should also consider, when possible, feedback from relevant constituent groups both internal and external to the department or program. The Department Head’s or Program Director’s merit increase recommendation should be based on the extent to which the OA has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head or Program Director will provide the department’s or program’s merit increase recommendation to the CAS Dean. The actual merit award will be based on funding availability and university criteria.

**Suggested text for NTTF Merit Increase Procedures**

The Department Head or Program Director will consider performance reviews of the NTTF during the relevant evaluation period using the NTTF Merit Evaluation form found on CASweb. If there has not been a performance review within the past year, the Department Head or Program Director will perform such a review to evaluate the NTTF’s performance of the duties and responsibilities described in their contract language and his/her current job duties. The Department Head or Program Director’s merit increase recommendation will be based on the extent to which the individual has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head or Program Director will provide the department’s merit increase recommendations to the CAS Dean. The actual merit award will be based on funding availability and university criteria.