



U.S. Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 710-181
Amendment 2

EFFECTIVE DATE
January 22, 1994

SUBJECT

FACULTY POLICIES

The purpose of this amendment is to prescribe merit increase requirements for academic department heads. Accordingly, the basic order is amended by adding a new subsection 10.05 as follows:


10.05 Academic Department Head Merit Increases.

- 1 Department heads eligible for an annual salary increase may be granted one or two additional salary steps annually based on merit as evidenced by significant accomplishments, under (each of) the primary criteria set forth in section 2.1 of the Qualifications Standards for Faculty Appointment and Promotion, and outstanding ratings for each of the critical elements in the department head's performance appraisal plan.
- 2 A written recommendation for a merit increase of one or two additional salary steps shall be initiated by the Assistant Superintendent for Academic Affairs when the latter considers that such an increase is warranted. The recommendation shall be submitted to the Superintendent, who shall make the final decision.
- 3 Department heads who receive a two-step merit increase are not eligible to receive a cash performance award for the same appraisal period; those who receive a one-step merit increase may receive a cash performance award not to exceed 2 percent of their base salary.

Pen and Ink Changes:

Renumber existing subsections 10.05 through 10.07 as 10.06 through 10.08; and then make the following changes:

<u>Page</u>	<u>Sec/Para</u>	<u>Line</u>	<u>Action</u>
17	10.06 1	4	Change 10.06 to read 10.07
18	10.07 1	12	Change 10.06 2 to read 10.07 2


A. J. Herberger
Maritime Administrator