



US Department
of Transportation
Maritime
Administration

FILE

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 710-181,
Amendment 3 dated
✓ 5/3/94

NO. 710-181,
Amendment 4
EFFECTIVE DATE
March 25, 1996

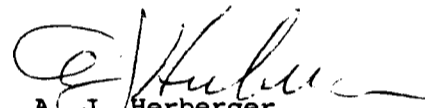
SUBJECT

FACULTY POLICIES

The purpose of this amendment is to prescribe merit increase requirements for Assistant Academic Deans as well as Academic Department Heads. Accordingly, the basic order is amended to read as follows:

10.05 Assistant Academic Dean and Academic Department Head Merit Increases

- 1 Assistant Academic Deans and Academic Department Heads eligible for an annual salary increase may be granted one or two steps annually based on merit as evidenced by significant accomplishments under the primary criteria set forth in section 2.1 of the Qualifications Standards for Faculty Appointment and Promotion and a summary rating of outstanding (level 5) on the Assistant Academic Dean's or Department Head's annual performance appraisal.
- 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 for final decision.
- 3 Assistant Academic Deans and 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.


A. J. Herberger
Maritime Administrator