

UTSA 2009 MERIT AWARD MILESTONES for Performance Period 2/1/07 – 1/31/08 “REVISED TIMELINE”	
May 5, 2008	CMO Approves Merit Policy
May 19, 2008	Merit Process Presented at FAR Meeting with Area Leads
May 19 - 23, 2008	Departments determine internal procedures and template instructions
May 19 – 23, 2008	Merit Templates populated with BDL Appointment Data, reviewed, and uploaded to RowdySpace
May 30, 2008	Merit Templates available to Area Leads via RowdySpace
June 2, 2008	Area Leads distribute templates (according to each area’s internal procedures), template instructions and signed delegation of approval
June 16, 2008	Merit templates are due back to Area Leads for review, reconciliation and Dean/Vice Provost/Department approval
June 17, 2008	Area Leads review and reconcile merit pools/awards and obtain Vice President approval and signed Delegation of Approval forms
June 26, 2008	Area Leads forward both Electronic and Signed Copy of Templates due to Budget Office (any subsequent changes must follow original approval process and re-route through the Budget Office and HR)
June 27, 2008	Budget Office reviews Templates prior to sending to Human Resources for approval
July 3, 2008	Budget Office delivers Templates to Human Resources for approval
July 9, 2008	HR Completes Review of Merit Templates
July 10, 2008	Budget Office begins application of Merit in BDL’s
Pending - Board of Regents Approval	BDL Download Available for review and reporting [pending roll]