

College of Education

Faculty Merit Increase Policy

Overview:

Recommendations for the distribution of faculty merit funds will involve department or unit-level merit review committees, the department head or unit director, and the Dean. Merit review committees are responsible for initially reviewing faculty materials and making recommendations to their respective department head or unit director regarding faculty who meet or exceed performance expectations. It is the responsibility of the department head or unit director to synthesize the committee's review and recommend the amount or percentage of merit increase for faculty who are eligible. The department head or unit director, in turn, will submit his/her merit increase recommendations to the Dean for college-wide review and approval and adjustment as needed.

Merit Review Committee Composition and Responsibilities:

Each department or unit will create policy and procedures for determining the size, scope, and composition of its merit review committee(s), including delegation of this responsibility to a single individual such as a department head or unit director. Such policies and procedures will be documented and posted on the department or unit's website. Where possible, faculty at associate or senior ranks should comprise merit review committees. Merit review committees tasked with evaluating NTTF (including adjunct faculty) should include NTTF. Merit review committees will evaluate materials submitted by faculty for merit review and provide their recommendations to the department head or unit director.

Period of Review:

The period of review for a merit evaluation will extend to the last performance assessment and will include any supplemental information necessary to document relevant recent activity.

Basis for Merit Evaluation:

TTF and NTTF evaluations will be based on performance in the areas of research, teaching, and service. Faculty are expected to note their contributions to improving inclusion, equity, and justice and enhancing diversity within each of the three performance areas where appropriate.

All faculty will be notified via email by their department head or unit director with information regarding when they should submit merit review materials and the time period for which they

will be evaluated. In addition to a current performance review summary form, which shall be provided by the department or unit, the faculty member shall submit:

- A completed Faculty Review Form outlining activities by category during the review period
- A current CV

Evaluation and Recommendation:

The committee or individual assigned the responsibility for evaluation within the department or unit shall assign a number between 1 and 5 in up to four (dependent upon position) domain areas: Teaching, Scholarship, Service, and Equity, with a score of 3 consistent with “good performance/meets expectations.” Faculty will be evaluated in accord with their position and role based on position description, with weight accorded to each of the four domain areas based on the proportion of that activity outlined in the faculty member’s position description.

Proportion based on rank will also be taken into account, e.g. less service is expected of a junior TTF or an NTTf than a senior TTF. Expectations will vary as a function of FTE such that an individual with .75 FTE in the COE will not be expected to have the same activity/productivity as someone with 1.0 FTE.

Faculty may choose to submit materials for domain areas (e.g. scholarship) that are not included in their position expectations, but for which they wish to be considered for merit. Faculty on sabbatical during the review period will be considered to have a rating of “Meets Expectations” in relevant areas during the time of the sabbatical.

Teaching: FTE Weight: _____

1	2	3	4	5
<i>Significantly Below Expectations</i>	<i>Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>	<i>Highly Exceeds Expectations</i>

Scholarship: FTE Weight: _____

1	2	3	4	5
<i>Significantly Below Expectations</i>	<i>Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>	<i>Highly Exceeds Expectations</i>

Service: FTE Weight: _____

1	2	3	4	5
<i>Significantly Below Expectations</i>	<i>Below Expectations</i>	<i>Meets Expectations</i>	<i>Exceeds Expectations</i>	<i>Highly Exceeds Expectations</i>

