

COLLEGE OF EDUCATION

GUIDELINES FOR STANDARD AND MERIT AWARDS FOR CHAIRS/DIRECTORS

Calendar Year _____

The primary objective of the compensation policy is to retain, encourage, and reward chairs/directors who contribute to the purpose, mission, and goals of the Department, the College, and the University. Standard and merit awards are equally important.

To be considered for standard and merit awards each chair/director must complete the awards evaluation forms and participate in a formal evaluation conference with the dean.

Each chair/director will submit a professional portfolio consisting of a self-report and supporting documentation to the dean using the forms "Guidelines for Standard and Merit Awards for Chairs/Directors" and "Guidelines for Standard and Merit Awards for Faculty."

In determining awards the dean will take into consideration six major areas -- administrative tasks, relations with others, leadership, teaching, service and scholarship.

- "Guidelines for Standard and Merit Awards for Chairs/Directors" form (75%): The chair/director should present supportive evidence when possible on each criterion under administrative tasks, relations with others, and leadership.

Standard Award

The standard award will be calculated as a percent of a chairs/directors annual salary and will be awarded across-the-board to all chairs/directors who meet minimum performance standards. To qualify for a merit award each faculty member must meet minimum performance standards as stated in Section A.

Section A - enter one of the following in each space provided:

Leave Blank	if standard is not met
√	if meets standard
NA	if not applicable

Merit Award

The merit award will be calculated as a percent of a chairs/director annual salary, using the University approved formula.

Section B - enter one of the following in the space provided:

1	if meritorious
2	if highly meritorious
NA	if not applicable

- "Guidelines for Standard and Merit Awards for Faculty" form (25%): The chair/director should present supportive evidence when possible on each criterion under *Section A* and each criterion marked with a "1" or "2" in *Section B*. The chair/director may use the suggestions presented in the "Supplement to Guidelines for Standard Awards and Merit Awards for Faculty" but is not restricted to those suggestions.

Standard Awards: *Section A* - enter one of the following in each space provided:

Leave Blank	if standard is not met
√	if meets standard

NA if not applicable

To qualify for merit awards chairs/directors must meet minimum performance standards as stated in Section A.

Merit Awards: *Section B* - enter one of the following in the space provided:

- 1 if meritorious
- 2 if highly meritorious
- NA if not applicable

It is not necessary that all items be marked in Section B.

Merit awards will vary and are dependent upon the extent to which an individual exceeds minimum performance standards. In addition to the student opinion of instruction (IDEA), perspectives of students, colleagues, and supervisors shall be considered.

Merit awards shall be calculated as a percent of a chairs/directors base salary, using the University approved formula.

Chairs/directors may request reconsideration of the dean's decision, in writing, to the dean, within five working days of the evaluation conference. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence. The dean shall consider any new information provided, meet with chair/director, and make a decision. Chairs/Directors may request reconsideration of the appeal decision, in writing, to the Vice President of Academic Affairs, within five working days of the reconsideration conference.

ADMINISTRATIVE TASKS

A. Required of all chairs/directors: (blank = not met; √ = met; NA = not applicable)

- _____ 1. Provides accurate and timely reports.
- _____ 2. Provides pertinent information to: Dean, Faculty, Staff, Other Administrators.
- _____ 3. Provides timely personnel evaluations.
- _____ 4. Makes decisions that are consistent with university, college, and department policies.
- _____ 5. Is punctual in meeting attendance and other university functions.
- _____ 6. Maintains established office hours for unit.
- _____ 7. Organizes and conducts unit functions effectively.
- _____ 8. Implements policies and procedures as established by the Department, the College and the University.
- _____ 9. Uses physical facilities and allotted funds appropriately.

B. Meritorious qualities (1 = meritorious; 2 = highly meritorious; NA = not applicable)

- _____ 1. Introduces and encourages innovations.
 - _____ 2. Uses technology effectively.
 - _____ 3. Evaluates personnel effectively.
 - _____ 4. Chair/Director or Dean may identify one other meritorious administrative task.
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RELATIONS WITH OTHERS

A. Required of all chairs/directors: (blank = not met; \checkmark = met; NA = not applicable)

- _____ 1. Demonstrates a supportive and appropriate attitude toward: Dean, faculty, students, staff, other (specify).
- _____ 2. Communicates effectively with: Dean, faculty, students, staff, other (specify).
- _____ 3. Promotes a collegial atmosphere.
- _____ 4. Works cooperatively with: Dean, faculty staff, other offices/departments, other (specify).
- _____ 5. Represents the institution/unit positively.
- _____ 6. Responds appropriately to concerns, issues, and suggestions.

B. Meritorious qualities (1 = meritorious; 2 = highly meritorious; NA = not applicable)

- _____ 1. Formally solicits feedback.
 - _____ 2. Responds appropriately to feedback received.
 - _____ 3. Uses a variety of strategies for improving relations with others.
 - _____ 4. Chair/Director or Dean may identify one other meritorious relations with others.
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LEADERSHIP

A. Required of all chairs/directors: (blank = not met; √ = met; NA = not applicable)

- _____ 1. Encourages and supports professional activities of faculty.
- _____ 2. Encourages scholarly work.
- _____ 3. Provides a role model for faculty.
- _____ 4. Encourages faculty and staff to achieve high levels of performance.
- _____ 5. Involves faculty in decision making and problem solving.
- _____ 6. Demonstrates initiative.
- _____ 7. Provides leadership for curriculum change and/or program development.
- _____ 8. Delegates responsibility appropriately.
- _____ 9. Promotes continuous quality improvement in all areas.

B. Meritorious qualities (1 = meritorious; 2 = highly meritorious; NA = not applicable)

- _____ 1. Teaching. promotes models
- _____ 2. Service. promotes models
- _____ 3. Scholarship. promotes models
- _____ 4. Grant writing. promotes models

_____ 5. Use of technology. promotes models

_____ 6. Introduces and encourages innovations.

_____ 7. Chair/Director or Dean may identify one other meritorious area of leadership.

COLLEGE OF EDUCATION

Standard and Merit Awards for Chairs / Directors

Calendar Year _____

Name:	SS#
Department:	Rank:

Conference Date:	Chair/Director Signature:
Signatures indicate evaluation conference was held on the date stated.	Dean Signature:

COMMENTS:

STANDARD AWARD											
Teaching		Service		Scholarship		Administrative Tasks		Relations With Others		Leadership	
MET MINIMUM PERFORMANCE STANDARDS AS STATED IN "SECTION A"											
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Standard Award: \$											

MERIT AWARD

Teaching	Service	Scholarship	Administrative Tasks	Relations With Others	Leadership
MERIT POINTS POSSIBLE					
MERIT POINTS RECEIVED					
MERIT AWARD IS CALCULATED AS A PERCENT OF THE ANNUAL SALARY AND APPLIED TO THE POOL					
12.5%	6.25%	6.25%	25%	25%	25%
TOTAL MERIT POINTS:					
Merit Award: \$					