

GUIDELINES FOR MERIT AWARDS FOR FACULTY

The primary objective of the compensation policy is to retain, encourage, and reward faculty who contribute to the purpose, mission, and goals of the Department, the College, and the University.

- I. The merit evaluation will be completed each year by the faculty member and department chair.* The College of Education considers merit pay an issue only when funds have been provided in excess of those necessary to meet a standard cost of living increase. To be considered for merit awards faculty members must complete the evaluation form and participate in a formal evaluation conference with the department chair. A faculty member must have a check mark on every applicable item in Section A to receive the standard increase. A faculty member who does not meet every applicable criterion in Section A is not eligible for merit pay consideration.

*Failure of tenured faculty to qualify for merit pay will trigger the post-tenure review process in accordance with university policies.

- II. Each faculty member will complete the attached self-report **checklist** and submit it to the chair. The chair may request supporting documentation if questions exist.

The faculty member **may** present supportive evidence when desired on each criterion under *Section A* and each criterion marked with a "1" or "2" in *Section B*. The faculty member may use the suggestions presented in the "Supplement to Guidelines for Standard and Merit Awards" but is not restricted to those suggestions.

- III. In determining awards the department chair will take into consideration three major areas -- teaching, service and scholarship.

IV. **Merit Award**

The merit award will be calculated as a percent of a faculty member's annual salary, using the University approved formula. Merit awards will vary and are dependent upon the extent to which an individual exceeds minimum performance standards. The final award may be checked through the dean's office.

A minimum of 50% of the allocated merit funds will be awarded for teaching.

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.

- V. Faculty members may appeal the evaluation, in writing, to the department chair, within five working days of the evaluation conference. The department chair shall inform the faculty member of the appeal decision.

Faculty members may request reconsideration of the department chair appeal decision, in writing, to the dean of the college, within five working days of receiving the appeal decision from the department chair. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence. The dean shall reconsider the evaluation and chair appeal decision in light of the information provided in the statement of the faculty member. The dean shall consider any new information provided, meet with the faculty member and department chair, and make a decision. The dean shall inform the faculty member of the reconsideration decision.

Teaching

A. Required of all faculty members: (*blank = not met; X = met; NA = not applicable*)

- ___ 1. Demonstrates current knowledge in their discipline.
- ___ 2. Develops and follows a current, well-planned course syllabus.
- ___ 3. Willingly accepts teaching assignments.
- ___ 4. Demonstrates effective teaching techniques.
- ___ 5. Demonstrates a positive attitude toward students.
- ___ 6. Advises students effectively.
- ___ 7. Posts and maintains at least the minimum office hours.
- ___ 8. Evaluates students systematically and accurately.
- ___ 9. Meets classes regularly and punctually.

Section B

Revisions for teaching suggested by the Merit Pay Ad Hoc Committee:

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

- ___ 1. Consistently receives positive ratings on student evaluations.
- ___ 2. Contributes to curriculum development and program planning within the department.
- ___ 3. Consistently motivates students to a high level of interest and achievement.
- ___ 4. Uses a variety of innovative, creative teaching strategies.
- ___ 5. Uses instructional and technological knowledge/skills.
- ___ 6. Consistently receives positive ratings on advising.
- ___ 7.. Faculty member or chair may identify other qualities of highly effective teaching (up to 6 points).

SERVICE

A. Required of all faculty members: (*blank = not met; X = met; NA = not applicable*)

- ___ 1. Serves willingly on departmental, college and university committees when appointed to committee service.
- ___ 2. Belongs to professional organizations related to field of expertise.
- ___ 3. Works cooperatively with colleagues.
- ___ 4. Works cooperatively with administrators.

Suggested Revisions to Service

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

- ___ 1. Accepts and fulfills leadership roles/responsibilities in professional organizations.
- ___ 2. Provides consultation and professional development services.
- ___ 3. Provides support services to schools.
- ___ 4. Provides services to the community.
- ___ 5. Makes contributions on departmental, college and university committees.
- ___ 6. Serves as an active advisor to student groups.
- ___ 7. Provides service to the profession.
- ___ 8. Provides service to educational or other agencies.
- ___ 9. Faculty member or chair may identify other qualities of service (up to 6 points).

SCHOLARSHIP

A. Required of all faculty members: (*blank = not met; X = met; NA = not applicable*)

- ___ 1. Stays current in the field by reading professional journals and books.
- ___ 2. Attends professional meetings to upgrade professional skills and knowledge.

Suggested Revisions to Scholarship

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

- ___ 1. Publishes scholarly writings.
- ___ 2. Presents papers and/or addresses at professional meetings.
- ___ 3. Serves as editor or reviewer for professional works.
- ___ 4. Engages in additional course work and/or training to enhance expertise in the discipline.
- ___ 5. Has creative achievements including inventions or technical achievements.
- ___ 6. Has developed and completed a research study.
- ___ 7. Produces grant proposals that are designed to generate funds.
- ___ 8. Faculty member or chair may identify other qualities of scholarly achievement (up to six points).

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Faculty Signature

Signature of Chair

Conference Date

*Signature indicates evaluation conference was held on the date indicated.

**Suggested Documentation for
Guidelines for Standard and Merit Awards for Faculty
Calendar Year _____**

The following suggestions are offered to faculty members and chairs to aid them in documenting and assessing accomplishments of faculty members for standard and merit awards. Individual faculty members may choose to submit additional types of evidence to support ratings.

TEACHING

A. Required of all faculty members:

1. Demonstrates adequate knowledge in subjects taught.
 - a. Opinion of faculty members in discipline.
 - b. Chair's observations.
2. Develops and follows current, well-planned course syllabi.
 - a. Faculty members should submit their course syllabi, plans, study guides, assignments, handouts, and any other supportive materials.
 - b. Student comment sheets could be submitted in support of this criterion.
 - c. Chair's observations.
3. Willingly accepts teaching assignments.
 - a. One could assume that this criterion has been met unless the chair can cite instances to the contrary.
4. Demonstrates effective teaching techniques.
 - a. Faculty member could list the various techniques used in class.
 - b. Faculty member could submit student comment sheets.
 - c. Student evaluations.
 - d. Informal feedback to chair from students and faculty.
5. Demonstrates a positive attitude toward students.
 - a. Student evaluations.
 - b. Informal feedback to chair from students and faculty.
6. Advises students effectively.
 - a. Questionnaire submitted to advisees.
 - b. Accuracy of advising as observed by the chair.
 - c. Accessibility to advisees.
7. Posts and maintains at least the minimum office hours (10).
 - a. Chair can check posted hours.
 - b. Chair's observations.
8. Evaluates students systematically and accurately.
 - a. Faculty member can submit tests and other evaluation materials.
 - b. Chair can examine grade distributions provided by Office of Research.
 - c. Student evaluations.
9. Meets classes regularly and punctually.
 - a. Student evaluations.
 - b. Chair's observations.

B. Meritorious qualities:

1. Is recognized by colleagues as a highly effective teacher.
 - a. Faculty member may submit documentation from colleagues who cite specific examples of teaching effectiveness.
 - b. Is officially recognized by the University Excellence in Teaching Award Sub-Committee as an outstanding teacher.
2. Consistently receives positive ratings on student evaluations.
 - a. Chair can examine student evaluations.
 - b. Faculty member can submit student comment sheets in support of this criterion.
3. Contributes to curriculum development and program planning within the department.
 - a. Faculty member lists contributions.
 - b. Chair's observations.
4. Consistently motivates students to a high level of interest and achievement.
 - a. Student evaluations.
 - b. Faculty member may submit student comment sheets.
 - c. Chair's observations.
5. Uses a variety of innovative, creative teaching strategies.
 - a. Faculty member may submit samples of student work.
 - b. Faculty member may submit an audio/video recording of class activities.

6. Prepares and implements an instruction improvement plan.
 - a. Faculty member may submit a plan with clear goals, activities, time line, and assessment components.
 - b. Faculty member may present a reflective summary of implementation and results.
7. Increases and uses instructional knowledge/skills.
 - a. Faculty member may submit evidence/artifacts of use in classroom instruction.
 - b. Faculty member may submit copies of course or workshop materials received and used.
8. Faculty member or chair may identify **one** other quality of highly effective teaching.

SERVICE

A. Required of all faculty members:

1. Serves willingly on departmental, college and university committees when appointed to committee service.
 - a. Faculty member lists committee service during past year.
 - b. Chair's observations.
2. Belongs to professional organizations related to field of expertise.
 - a. Faculty member lists active memberships in professional organizations.
3. Works cooperatively with colleagues.
 - a. Faculty member cites instances.
 - b. Chair's opinion.
4. Works cooperatively with administrators.
 - a. Faculty member cites instances.
 - b. Chair's opinion.

B. Meritorious qualities:

1. Accepts and fulfills leadership roles/responsibilities in professional organizations.
 - a. Faculty member lists offices held in professional organizations.
 - b. Faculty member lists examples of leadership accomplishments in the profession.
2. Provides consultation and professional development services.
 - a. Faculty member provides evidence of consultation and staff development services.
 - b. Faculty member provides evidence of positive evaluations of consultation and staff development services.
3. Provides services to schools.
 - a. Provides list of interns supervised.
 - b. Prepares report of cooperative work with professionals within the schools.
 - c. Provides evidence of advisory services e.g. committees, task forces, etc.
4. Provides services to the community.
 - a. Faculty member lists the services provided and identifies the organization or group involved.
 - b. Evidence of services provided.
5. Makes effective contributions on departmental, college and university committees.
 - a. Faculty member lists committee service considered meritorious.
 - b. Chair could check this information with the chairs of the committee listed and/or other members of the committee.
6. Serves as an active advisor to student groups.
 - a. Faculty member lists student groups advised.
 - b. Faculty member provides evidence of time and effort involved.
7. Produces grant proposals that are designed to generate funds from outside the University.
 - a. Faculty member lists the proposals generated during the past year.
 - b. Faculty member provides evidence of time and effort involved.
8. Faculty member or chair may identify **one** other quality of service.

SCHOLARSHIP

A. Required of all faculty members:

1. Stays current in the field by reading professional journals and books.
 - a. Faculty members should list professional journals which they read on a regular basis.
 - b. Faculty members should list books and monographs read during the last year related to their discipline.
2. Attends professional meetings to upgrade professional skills and knowledge.
 - a. Faculty members should list major professional meetings which they attended.

B. Meritorious qualities:

1. Publishes scholarly writings.
 - a. Faculty member should present copies of published works. (i.e. Articles in refereed journals, books, chapters in books)*
2. Presents papers and/or addresses at professional meetings.
 - a. Faculty member should present copies of papers or addresses and indicate the occasion of the activity. (program if possible)
3. Serves as editor or reviewer for professional works.
 - a. Faculty member should provide documentation for journals or books edited or reviewed.
4. Engages in additional course work and/or training to increase expertise in the discipline.
 - a. List courses taken during the year related to their discipline.
 - b. List other training or professional activities during the past year to improve expertise in their discipline.
5. Has creative achievements in the fine arts, has inventions or technical achievements.
 - a. Faculty member should list creative performances, inventions or technical achievements.
6. Has developed and completed a research study.
 - a. Faculty member should provide a copy of research findings.
7. Faculty member and chair may identify **one** other quality of scholarly achievement.

* ERIC entries, newsletter and newspaper articles, conference proceeding abstracts, book reviews, and other similar publications may be considered.