



**School of Allied Health
College of Health and Human Sciences**

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RE: Bargaining unit faculty merit guideline revisions

DATE: October 14, 2024

The attached bargaining unit faculty merit guidelines were revised and approved by the School of Allied Health faculty and administration, and the College Dean's office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Allied Health bargaining unit faculty.

Stacia E. Biddle

10/23/2024

School Merit Guidelines Committee Chair

Date

Kristine Kraft

10/23/2024

School Director

Date

[Signature]

10/23/2024

Dean

Date

[Signature]

11/4/2024

Executive Vice President and Provost

Date



College of Health and Human Sciences

School of Allied Health

Merit Guidelines for Tenure Track and Non-Tenure
Track Bargaining Unit Faculty

Approved on January 15, 2024

SCHOOL OF ALLIED HEALTH
MERIT GUIDELINES FOR TENURE TRACK BARGAINING UNIT FACULTY

Name: _____

Date: _____

This form must be completed annually by all School of Allied Health bargaining unit faculty using data from the current merit evaluation period. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.

Tenure Track Faculty merit criteria:

The levels evaluated in the merit system for tenure track faculty are broken down as follows: teaching effectiveness (50%), professional development (30%), and service (20%). Rationale for each activity in the above areas MUST be provided to be awarded points.

For the rating of meritorious, outstanding or extraordinary, the following scale will be used: In teaching effectiveness, the faculty member must have 5 points to be satisfactory, 7 points to be considered meritorious, 8 points to be considered outstanding, and 12 points to be considered extraordinary.

In professional development, the faculty member must have 3 points for satisfactory, 4 points to be considered meritorious, 6 points to be considered outstanding, and 9 points to be considered extraordinary.

In service, the faculty member must have 3 points for satisfactory, 4 points to be considered meritorious, 6 points to be considered outstanding, and 9 points to be considered extraordinary.

Note: Any disagreement in points claimed by a faculty member and the points awarded by the School Director shall initially be reviewed by the Director and the affected faculty member. If agreement cannot be reached, the procedures outlined in the collective bargaining agreement shall be followed.

TEACHING EFFECTIVENESS (50%)

| Activity | Merit Points | Points Claimed | Rationale for Points Claimed (place an asterisk in the box if additional materials are attached) | Points Awarded |
|---|--|----------------|--|----------------|
| Teaching load | 1 point awarded for each activity over and above the expected teaching load | | | |
| Four preparations per academic year minimum | 1 point awarded for each quality prep over minimum of four preps | | | |
| Development of new courses | 1 point awarded for developing and/or teaching each new course (1 point per each course developed) | | | |

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|---|---|--|--|--|
| Major update of a course | 1.5 points awarded for each course in which the faculty member completed a major update | | | |
| Student evaluations | 1 point awarded for each course in which the mean student evaluations are 4.0 or greater on a 5-point likert-type scale | | | |
| Voluntary Peer and/or supervisory evaluations | Up to 3 points awarded for exemplary ratings in peer and/or supervisory evaluations (1 point for an average rating of 3, 2 points for an average rating of 4, and 3 points for an average rating of 5) | | | |
| Activities to gain skills needed to keep curriculum current | 1 point awarded each for completion of relevant courses, seminars, in-services, certifications that are new or updated, and related to teaching load or to increasing areas of instruction (1 hour of coursework is equivalent to 1 point. Up to 4 points may be claimed) | | | |
| Use of innovative teaching techniques | 1 point awarded for utilization of an innovative technique in a course, classroom, or lab | | | |
| Participation in activities to measure | 1 point awarded for each course in which preparation and/or administrations of surveys, | | | |

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| program effectiveness | analyzing the results, developing and implementing a strategy to deal with any problems identified and/or undergoing an onsite inspection and/or ongoing program accreditation activities | | | |
| Other evidence of teaching excellence selected by faculty member | 1 point awarded for each piece of evidence of teaching excellence not covered in this list above | | | |

PROFESSIONAL DEVELOPMENT (30%)

| Activity | Merit Points (maximum of 3 points in any one activity) | Points Claimed | Rationale for Points Claimed (place an asterisk in the box if additional materials are attached) | Points awarded |
|---|---|----------------|--|----------------|
| Publications, including books, monographs, chapters, journal articles, | Up to 3 points per publication of each of the listed items, based on quality and distribution, which are peer-reviewed and not self-published. {No limit on points in this area) | | | |
| Book reviews, software | 1 point will be awarded for each review of instructional media | | | |
| Presentations at local, state, regional, or national meetings | 1 point awarded for each one-hour presentation at the local level; 2 points for presentation at state meeting and 3 points for regional, and/or national meetings | | | |
| Holding office or chairing committees in professional organizations, or major role in putting on a professional seminar | 1 point for each leadership position documented. (2 points for each leadership position in a professional organization, or major role in organizing a professional seminar | | | |
| Serving on committees and organizing conferences (discipline related) external and internal | 1 point awarded for active involvement on a committee or conference (1 point awarded for each discipline related committee served, 2 points for involvement in organization of a discipline related conferences | | | |

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| Professional recognition such as awards, honors, etc. | 1 point awarded for each award or honor bestowed on the faculty member | | | |
| Professional seminars or conferences attended | 3 points awarded for each 6 hours of attendance at professional seminars or conferences | | | |
| Additional degrees obtained, certificates obtained, or completion of additional course work | 3 points awarded for completing a degree or certificate, 2 points for completing each 6 hours of credit (or comparable noncredit) that is appropriate to the profession | | | |

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| Providing training workshops | 1 point per hour awarded for providing workshops to professionals (paid or unpaid) | | | |
| Serving on accrediting bodies or professional task forces | 2 points for serving on accrediting bodies and/or professional task forces, external to the department | | | |
| Active participation in teaching academies or teaching/scholarship related groups | 1 points awarded every 3 hours of active participation in teaching or scholarship groups | | | |
| Consulting activities | 1-3 points based on the level of involvement and hours spent | | | |
| Professional Improvement Leave | Granted for 1 semester, report filed in a timely manner, and rated meritorious on a scale of 1-5 by Department Head. (A rating of 3 = 1 merit point, 4 = 2, and 5 = 3) | | | |
| Grant activities | 2 points awarded for grants written; 1 additional point for grants awarded (exempt from 3 point maximum) | | | |
| Other evidence of | Up to 3 points awarded for evidence of | | | |

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| professional or scholarly activity as selected by the faculty member | appropriate activity | | | |
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SERVICE (20%)

| Activity | Merit Points (maximum of 3 points in any one activity) | Points Claimed | Rationale for Points Claimed (place an asterisk in the box if additional materials are attached) | Points awarded |
|---|--|----------------|--|----------------|
| Chairing university-level committees | 3 points awarded for leadership in each university-wide committee (exempt from 3 point maximum) | | | |
| Actively serving on university committee | 2 points awarded for active involvement in each university committee | | | |
| Chairing college committee | 2 points awarded for each college committee chaired | | | |
| Chairing departmental committees | 1 point awarded for each departmental committee chaired | | | |
| Actively assisting with accreditation for other areas | 1 point awarded for active involvement in accreditation for outside areas (1 point per program accredited-exempt from 3 point maximum) | | | |
| Mentoring of new or part-time faculty or student teachers | 2 points awarded for every part-time or full-time faculty mentored, and for every student teacher mentored | | | |

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| Serving at commencement | 1 point for serving as faculty, 2 points awarded for service as a university marshal, 3 points for Grand Marshal-for each semester served | | | |
| Actively serving as advisor for student organization | 1 point awarded for each student organization in which the faculty member is an active advisor | | | |

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| Active participation in articulation efforts | 2 points awarded per articulation for active involvement in articulation efforts with other departments, schools, or colleges | | | |
| Serving on a board of a healthcare-oriented agency | 1 point awarded for active participation on a board of a healthcare-oriented agency; 1 additional point for a leadership role (per agency) | | | |
| Serving as a judge for science or health related activities | 1 point awarded for active participation in each science or health related activities | | | |
| Active participation with community groups | 1 point awarded for active participation with each community group | | | |
| Speaking at or collaborating with other schools in relation to one's discipline | 1 point per hour of service awarded for active collaboration or speaking at another related school or activity | | | |
| Serving as a peer evaluator | 1 point awarded for each peer evaluation completed as an evaluator | | | |
| Recruiting activities | 1 point awarded for each recruitment activity documented | | | |
| Active Participation in an interdisciplinary activity | 1 point per hour awarded for evidence of active collaboration in, participation in, and/or organization of interdisciplinary activity (up to 3 points) | | | |
| Other evidence of excellent service to the university or community as selected by the faculty member | 1 point awarded for each evidence of excellent service to the university or community | | | |

**Overall Merit Score Formula
Tenure Track Faculty**

| Performance category | Merit Score Weight (%) | Weighted Score |
|-----------------------------------|------------------------|----------------|
| Teaching | 50% | |
| Scholarship | 30% | |
| Service | 20% | |
| Total Weighted Merit Score | X 100% | |

The School Director will include a narrative which will include ratings from 1 - 5 for the areas of Teaching, Professional Development and Service, as applicable, with supporting data for each rating.

These rating will be based on the scores from the merit form and the narrative will documents the reason these scores were awarded.

The results of this merit evaluation can be appealed using the process outlined in the collective bargaining agreement.

SCHOOL OF ALLIED HEALTH
MERIT GUIDELINES FOR NON-TENURE TRACK BARGAINING UNIT FACULTY

Name: _____

Date: _____

This form must be completed annually by all School of Allied Health bargaining unit faculty using data from the current merit evaluation period. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.

Non-Tenure Track Faculty merit criteria:

The levels evaluated in the merit system for tenure track faculty are broken down as follows: teaching effectiveness (100%). For the rating of meritorious, outstanding or extraordinary, the following scale will be used:

In teaching effectiveness, the faculty member must have 5 points to be satisfactory, 7 points to be considered meritorious, 8 points to be considered outstanding, and 12 points to be considered extraordinary.

In addition to teaching accomplishments, required for submission as part of merit self-assessment applications, any NTT faculty may also submit evidence of service and/or scholarly activity in their merit self-assessment reports even if such activities are not assigned in the most recent letter of appointment. Credit for such additional activities shall be awarded to the same fashion as for tenure-track faculty per these merit evaluation guidelines but cannot be substituted for evaluation of any service and/or research/scholarship duties assigned in the letter of appointment. If a NTT faculty submits service and/or scholarly activity accomplishments for consideration during a merit application, those accomplishments shall be subject to director discretionary points (at the director's discretion) awarded in a particular/applicable category not captured in the standard school merit criteria.

Note: Any disagreement in points claimed by a faculty member and the points awarded by the school director shall initially be reviewed by the director and the affected faculty member. If agreement cannot be reached, the procedures outlined in the collective bargaining agreement shall be followed.

TEACHING EFFECTIVENESS (100%)

| Activity | Merit Points (maximum of 3 points in any one activity) | Points Claimed | Rationale for Points Claimed (place an asterisk in the box if additional materials are attached) | Points Awarded |
|---|--|-------------------|--|-------------------|
| Teaching load | 1 point awarded for each activity over and above the expected teaching load | | | |
| Four preparations per academic year minimum | 1 point awarded for each quality prep over minimum or four preps | | | |
| Development of new courses | 1 point awarded for developing and/or teaching each new course (1 point per each course developed) | | | |
| Major update of a course | 1.5 points awarded for each course with a major update | | | |
| Student evaluations | 1 point awarded for each course in which the mean student evaluations are 4.0 or greater on a 5-point Likert-type scale | | | |
| Voluntary Peer and/or supervisory evaluations | Up to 3 points awarded for exemplary ratings in peer and/or supervisory evaluations (1 point for an average rating of 3, 2 points for an average rating of 4, and 3 points for an average rating of 5) on a 5-point Likert scale instrument | | | |
| Activities to gain skills needed to keep curriculum current | 1 point awarded each for completion of relevant courses, seminars, in-services, certifications that are new or updated, and related to teaching load or to increasing areas of instruction (1 hour of coursework is equivalent to 1 point. Up to 4 points may be claimed) | | | |
| Use of innovative teaching techniques | 1 point awarded for utilization of an innovative technique in a course, classroom, or lab | | | |

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|---|---|--|--|--|
| Participation in activities to measure program effectiveness for the purpose of accreditation | 1 point awarded for each course in which preparation and/or administrations of surveys, analyzing the results, developing and implementing a strategy to deal with any problems identified and/or undergoing an onsite inspection and/or ongoing program accreditation activities | | | |
| Other evidence of teaching excellence selected by faculty member | 1 point awarded for each piece of evidence of teaching excellence not covered in this list above | | | |

**Overall Merit Score Formula
Non-Tenure Track Faculty**

| Performance category | Merit Score Weight (%) | | Weighted Score |
|-----------------------------------|------------------------|------|----------------|
| Teaching | | 100% | |
| Scholarship | | 0% | |
| Service | | 0% | |
| Total Weighted Merit Score | X | 100% | |

The School Director will include a narrative which will include ratings from 1-5 for the areas of Teaching, Professional Development and Service, as applicable, with supporting data for each rating.

These rating will be based on the scores from the merit form and the narrative will documents the reason these scores were awarded.

The results of this merit evaluation can be appealed using the process outlined in the collective bargaining agreement.