



**School of Disaster Science and Emergency Services
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 Disaster Science and Emergency Services 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 Disaster Science and Emergency Services bargaining unit faculty.



School Merit Guidelines Committee Chair

10/28/2024

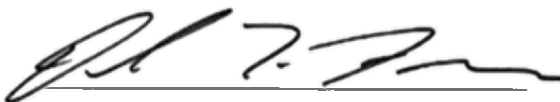
Date



School Director

10/28/2024

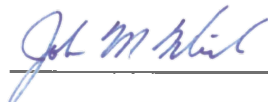
Date



Dean

11/04/2024

Date



Executive Vice President and Provost

11/4/2024

Date



College of Health and Human Sciences

School of Disaster Science and Emergency Services

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

Approved on January 24, 2024

School of Disaster Science and Emergency Services

MERIT CRITERIA

- I. In accordance with the Contract between the UA-AAUP Collective Bargaining Agreement (aka "the Contract"), the School Director shall conduct an annual evaluation of every bargaining unit faculty member to determine recommendations for merit increases in salary.

It is the intent of the faculty of the School of Disaster Science & Emergency Services that all definitions, processes, timelines and criteria for college lecturers and instructors herein shall be consistent with "the Contract." Any ambiguities or inconsistencies shall be interpreted and resolved in conformity with "the Contract". The enumerated merit criteria set forth herein shall also be applicable to college lecturers and instructors covered by "the Contract."

- II. For faculty who so choose, the "evaluation period" shall be a rolling three-year period, consisting of an average or cumulative report of said period. Faculty shall choose the "evaluation period" upon submission of the evaluation report to the Director (and any Director requested documentation of activities) for the current year and the two preceding years. The Director shall have discretionary authority for review of said ratings. If the faculty member and Director disagree on ratings for individual areas, the Dean of the College of Health and Human Sciences shall be the final arbiter of the individual ratings.

For faculty not opting for the three-year rolling average, their merit evaluation and recommendations for salary increase shall be based on an annual merit review. Each faculty member shall indicate the percentage weight for each category to be utilized for the annual review. The Director shall have discretionary authority for review of said ratings. If the faculty member and Director disagree on weighting for individual areas, the Dean of the College of Health and Human Sciences shall be the final arbiter of the individual weightings. The faculty member shall submit a "merit report" form (and any Director requested documentation of activities) for the current year.

"Merit Report" forms shall be completed by the faculty and submitted to the School Director based on the Contract timelines. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.

1. The available range for said "weighting criteria" shall be:

Teaching:	60 - 70%
Service:	20 - 30%
Research and Scholarly Activity:	10 - 20%

The School shall have a default weighting to be applied should faculty not make a request prior to the deadline of the second Friday of the Fall semester. Said default weighting shall

be:

Teaching:	60%
Service:	20%
Research/Scholarly Activity:	20%

2. In addition, for all probationary faculty in the School the weighting shall be:

Teaching:	70%
Service:	15%
Research/Scholarly Activity:	15%

Point system: A rating of Unsatisfactory shall be valued at:	1 point
A rating of Satisfactory shall be valued at:	2 points
A rating of Meritorious shall be valued at:	3 points
A rating of Outstanding shall be valued at:	4 points
A rating of Extraordinary shall be valued at:	5 points

III. Faculty on Professional Development Leave (POL) shall be eligible for the standard, contractually agreed upon across the board pay increase if the faculty's performance has been rated at an aggregate rating of "satisfactory" during the prior three academic years (average score over three years) and a "satisfactory" report (Director's discretion) is filed with the School Director and provost in a timely fashion. In addition, for merit purposes, faculty on POL throughout all or part (i.e. one or two semesters) of the academic year shall be eligible for a merit salary increase if the required report summarizing the work conducted on said leave is filed with the School Director and provost in a timely fashion and the School Director assesses the report as indicating the completed work to be either meritorious, outstanding or extraordinary. The definition of meritorious, outstanding or extraordinary shall be determined by the faculty and Director, in consultation with the Dean, at the time said faculty applies for POL.

When the POL is for only one semester, the standard merit criteria shall apply to said faculty during the semester said faculty member was not on POL.

IV. Non-tenure-track (NTT) bargaining unit faculty whose most recent letter of appointment requires only full-time teaching duties will be evaluated using the same merit criteria for teaching contained in this document for tenure-track faculty, and the total number of points for merit (up to the maximum number of points permitted) will be worth 100% of the faculty member's merit score.

In addition to their teaching accomplishments required for submission as part of the annual merit self-assessment reports, all NTT faculty may submit evidence of service and/or research and scholarly activity in their annual merit self-assessment reports even if such activities are not assigned in their most recent letter of appointment.

Credit for such additional activities shall be awarded in the same fashion as for tenure-track faculty per these merit evaluation guidelines but cannot be substituted for evaluation of any service and/or professional and scholarly activity duties assigned in the letter of appointment. However, if submitting non-required activities would result in a lower an overall merit score, it is recommended that the NTT faculty member should not submit them for merit.

Merit for NTT faculty submitting teaching and either service or research and scholarly activity accomplishments shall be weighted at 60-80% teaching and 0-40% for the remaining area. Merit for NIT faculty submitting accomplishments for all three areas shall be weighted at 60-80% teaching, 10-40% service and 0-30% scholarly activity.

- V. To be eligible for the standard contractual across the board salary increase, the faculty member must earn an aggregate rating of "satisfactory." Once faculty have met the minimum threshold of a satisfactory rating, the "point system" and "weighting criteria" shall be factored in to determine the faculty eligibility for a merit increase based on a satisfactory, meritorious, outstanding or extraordinary work performance for the period under review. The Director shall evaluate each faculty using the data referenced in part IV below and assign a score of 1.0-5.0 for each of the areas: teaching, service and research/scholarly activity. The relative "weights" assigned each category will be used to calculate the overall merit score for each faculty in accordance with the formulae in the contract.

VI. Criteria for Determining Merit Recommendations:

TEACHING:

Unsatisfactory teaching shall be defined as: An overall average of all course evaluations with 25% of student ratings between 1.0 and 2.9*, substantive complaints filed by students with the School Director, numerous class cancellations (what constitutes "numerous" is at the Director's discretion) not pre-approved by the School or mandated by the university or failure to maintain office hours.

Satisfactory teaching shall be defined as: An overall average of course evaluations with 75% of student ratings at or above 3.0\ infrequent student complaints about the individual faculty member, no evidence of a lack of faculty responsiveness to student feedback (Director's discretion), and maintains a minimum of four office hours per week.

Meritorious teaching shall be defined as: An overall average of course evaluations with 85% of student ratings at or above 3.5*, rare expression of concern or complaints by students against faculty, and maintains a minimum of five office hours per week.

Outstanding teaching shall be defined as: An overall average of course evaluations with 85% of student ratings at or above 4.0*, no reasonable complaints by students against faculty (unreasonable complaints shall not be held against faculty; Director's discretion regarding reasonable/unreasonable), and maintains a minimum of six office hours per week.

Extraordinary teaching shall be defined as: An overall average of course evaluations with 85% of student ratings at or above 4.5*, no reasonable complaints by students against faculty (Director's discretion regarding reasonable/unreasonable), and maintains a minimum of eight office hours per week.

(*Denotes standard course evaluations used. "Background questions" shall not be factored into the merit ratings).

At the time course evaluations are presented to students for completion, faculty shall not be present in the classroom. Faculty shall refrain from engaging in behavior or statements regarding course evaluations, in the presence of students, which could be deemed an effort to influence students' ratings from a fair, objective assessment of the faculty performance. Disaster Science & Emergency Services faculty agree that the time to influence student ratings comes during the semester through our efforts to provide them with high quality instruction. Extraneous comments to students by faculty regarding course evaluations shall be avoided.

Mitigating circumstances: At the Director's discretion, mitigating circumstances resulting in a lower than normal student rating for a faculty member may *be* taken into consideration when "special circumstances" (i.e. experimental instructional techniques, new courses, multiple preparations beyond the norm, etc.) occur in a given semester.

SERVICE:

Unsatisfactory service shall be defined as: A failure of faculty to actively participate on at least one School and one college committee and complete at least one of the activities/functions enumerated in the School Guidelines for RTP.

Satisfactory service shall be defined as: Faculty actively involved in at least one School and college committee and at least one of the activities/functions enumerated in the School RTP guidelines.

Meritorious service shall be defined as: Faculty actively involved in a combined total of at least five activities/functions consisting of School and/or college committees and/or any of the functions/activities enumerated in the School RTP guidelines.

Outstanding service shall be defined as: Faculty fulfillment of meritorious criteria set forth above and service as a committee Director at the college level, or as Director of a search committee or other committee of significance (Director's discretion regarding definition of "significance") at the School level.

Extraordinary service shall be defined as: Faculty actively involved in a combined total of eight of the following: School and/or college level committees and/or activities/functions enumerated in School RTP guidelines and served as Director of a college wide committee.

RESEARCH/SCHOLARLY ACTIVITY:

Unsatisfactory performance shall be defined as: A failure of faculty to present to the School Director evidence of research conducted or scholarly activity.

Satisfactory performance shall be defined as: Faculty presenting to the School Director evidence of research conducted (and results thereof) "or" evidence of scholarly activity. Satisfactory scholarly activity shall be defined as faculty attending at least two continuing education seminars, "or" professional conferences, "or" training seminars related to improved classroom performance "or" technology improvement in an academic year.

Meritorious performance shall be defined as: Faculty presenting to the School Director evidence of significant research (and results thereof) (Director's discretion regarding "significant research") "or" significant scholarly activity. Significant scholarly activity shall be defined as faculty meeting satisfactory performance as noted above; and additionally, presenting a paper or conducting a continuing education seminar before a group of one's professional peers (i.e. members of one's profession or general field of expertise).

Outstanding performance shall be defined as: Faculty fulfilling meritorious criteria as noted above; and additionally, presenting evidence to the School Director of having published results of one's research; "or" at least two paper presentations "or" conducting

two continuing education seminars to one's colleagues in one's profession in an academic year.

Extraordinary performance shall be defined as: Faculty fulfilling outstanding criteria as noted above; and additionally, has received professional recognition such as non-teaching awards/honors, "or" presented an additional paper presentation or conducted an additional CEU training seminar (i.e. total of four), "or" presents "other evidence" of additional research or scholarly activity of similar substance (Director's discretion) to the preceding criteria set forth in this paragraph.

PROCEDURE: Each year each full time member of the School faculty shall complete a "Merit Review Form" (aka MRF form) (Appendix A, attached hereto and made a part hereof) and submit it to the School Director for purposes of merit review and salary adjustment consideration. The Director shall then interview said faculty member to discuss the information submitted on the MRF form. The Director shall then complete, sign and date an MRF Rating form (Appendix B, attached hereto and made a part hereof), forwarding a copy to the faculty under review.

The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.

V. Appeals pertaining to merit scores may be made according to the conditions and procedures in the Collective Bargaining Agreement.

Appendix A

Merit Review Form

Name: _____ Year reviewed: _____

TEACHING:

I believe my performance in the area of teaching should be rated as for the following reasons:

SERVICE:

I believe my performance in the area of service should be rated as for the following reasons:

RESEARCH/SCHOLARLY ACTIVITY:

I believe my performance in the area of research/professional development should be rated as for the following reasons:

Signed by _____ Date: _____

MRF Rating Form: _____

Name of faculty under review: _____

TEACHING: As School Director, I rate the faculty performance as:	Unsatisfactory (1 pt.) Comments:	Satisfactory (2 pts.) Comments:	Meritorious (3 pts.) Comments:	Outstanding (4 pts.) Comments:	Extraordinary (5 pts.) Comments:
(note: faculty weighted this area at %)					
SERVICE: As School Director, I rate the faculty performance as:					
(note: faculty weighted this area as %)					
RESEARCH and/or SCHOLARLY ACTIVITY: As School Director, I rate the faculty performance as:					
(note: faculty weighted this area as %)					

Signature of School Director: _____ Date: _____