



**School of Nursing  
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 Nursing 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 Nursing bargaining unit faculty.

Kinda Shanks

School Merit Guidelines Committee Chair

10/28/24

Date

Lin Mayne PhD

School Director

10/28/2024

Date

[Signature]

Dean

10-28-2024

Date

[Signature]

Executive Vice President and Provost

11/4/2024

Date



*College of Health and Human Sciences*

*School of Nursing*

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

Approved by on October 28, 2024

## **School of Nursing Merit Review Guidelines**

### **General Information**

1. Each bargaining unit faculty (BUF) member in the School of Nursing must complete the Merit Self-Evaluation Checklist to be considered for merit and across-the-board raises at The University of Akron. The forms are available on the School of Nursing remote shared folder.
2. The Merit Self-Evaluation Checklist is used by BUF to evaluate their accomplishments in three components (teaching, scholarship, and service/other) for tenure track faculty and two components (teaching and service/other) for non-tenure track faculty. Within each component, accomplishments and activities are listed that comprise criteria representative of that component. The Merit Self-Evaluation Checklist also asks BUF to specify the weighting for each component. This percentage should sum to 100% total.
3. The activities on the Merit Self-Evaluation Checklist may not be exhaustive. If BUF have other accomplishments and activities that may qualify for merit points, these accomplishments and activities may be described under the 'other' heading listed within each component. These other accomplishments and activities must be described and assigned points, as applicable. For ideas about additional accomplishments and activities that may be listed, please refer to RTP guidelines for either tenure track and non-tenure track faculty and the AACN definitions of scholarship.

### **Tenure Track Faculty Merit Guidelines**

4. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.
  - a. The total number of merit points within components of teaching, research and service/other are summed.
  - b. Within each component, a score or average score will have the following merit value:

<u>Points &amp; Label</u>	<u>Merit Value</u>
i. 36 or more, extraordinary	= 5
ii. 35-26, outstanding	= 4 to 4.9
iii. 25-16, meritorious	= 3 to 3.9
iv. 15-6, satisfactory	= 2 to 2.9
v. < 6 unsatisfactory	= 1 to 1.9

5. Weighting for each component, plus the merit value, are entered into the university-wide formula for final merit computation.
6. An overall score for merit of less than 2 is unsatisfactory and shall disqualify the BUF member for participation in the merit pool.
7. For purposes of merit review, the evaluation period is inclusive of the calendar year (January 1 to December 31).
8. The merit review process and utilization of the Merit Self-Evaluation Checklist will provide BUF the opportunity to present a complete picture of all that they do in the various dimensions of their roles. BUF shall include materials needed to provide evidence for their self-evaluation.

### Merit Review and Appeals and Processes

1. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines. Forms are submitted to the School of Nursing Director's office.
2. BUF performing regular duties, or those on leave, may or may not choose to submit a merit self-evaluation for consideration. If a merit self-evaluation is not submitted per the guidelines herein that BUF shall not be eligible for a merit raise.
3. The appeal process shall adhere to guidelines outlined in the CBA.

School of Nursing

MERIT APPLICATION FOR TENURE TRACK BUF

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the following information.

1. RANK: Circle your present rank.

Assistant Professor

Associate Professor

Professor

2. New BUF are eligible for review if they were employed for the full current academic year per guidelines outlined in the CBA.

3. WEIGHTING: For each of the following components, estimate the percent of productivity associated with each component. The percentages should reflect accomplishments and activities associated with teaching, scholarship, and service/other. The total weight for these percentages should sum to 100%. In the area at the bottom of the page, please provide your rationale for the selected weights.

<u>Teaching:</u>	Select a weight between 50% and 75%.	Your weight	_____
<u>Scholarship:</u>	Select a weight between 5% and 25%.	Your weight	_____
<u>Service/Other:</u>	Select a weight between 5% and 25%.	Your weight	_____

Rationale for weights chosen:

Teaching ( ) indicate desired weight. Give points up to those designated for EACH instance of an activity (such as for each new course developed). The exceptions are student evaluations - for those, give up to the designated point value per year, which indicates an overall average of how students rank teaching effectiveness for the academic year based on standardized instructor evaluations. Computing means is not needed, but the estimate will be reviewed by the Director of the School of Nursing.

DESCRIPTION	Possible Points	# of Instances	Total Points
Classroom/clinical evaluations average annual ratings 3.5 - or above	16		
Classroom/clinical evaluations average annual ratings 3.0- 3.4	10		
Classroom/clinical evaluations are effective average annual ratings 2.5 - 2.9	6		
Implements technology-based teaching innovations within SON	5		
Received award for teaching excellence (local or other)	5		
Engages in international or interdisciplinary teaching	5		
Develops syllabus for new course. including interdisciplinary or international course	5		
Preparation for newly assigned course	5		
Develops or extensively revises course or places an existing course on-line	4		
Develops or maintains service learning project in the community	5		
Guest teacher in another course (nursing or another discipline)	1		
Chairs dissertation during year of student's graduation	8		
Chairs candidacy exam during year completed	5		
Member of dissertation committee during year of student's graduation	4		
Member of candidacy exam committee during year of student's graduation	2		
Chairs DNP Capstone Project, Honors Project, or other project during year	5		
Faculty/peer mentor, honors mentor, other student-related mentoring (e.g. Inquiry students, independent studies; doctoral mentoring)	3		
Faculty/peer mentor, other student-related mentoring (e.g. Inquiry II students, independent studies; doctoral mentoring and honors mentoring)	3		
Other (describe below and assign relative worth)			
TOTAL MERIT SCORE FOR TEACHING			

Scholarly Activity ( ) indicate desired weight (see AACN definitions of Scholarship). Give points up to those designated for EACH instance.

DESCRIPTION	Possible Points	# of Instances	Total Points
Submit or resubmit grant proposals to federal government or national foundations	10		
PI or Co-PI on federal/national project	5		
Receives national research recognition	5		
Has designated role on a federal or national funded project	4		
Submit or resubmit proposals to state government or regional foundations for funding	8		
Receives local (1), state (2), regional (3), national (4) or recognition for research or scholarship	4		
Has designated role on a regional or state funded project	3		
Submit or resubmit proposals to local organizations or local foundations for funding	5		
Has designated role on a locally funded project	3		
Implements unfunded research	3		
Completes unfunded research	3		
Has designated role on unfunded project	2		
First author of book (2nd, 3rd of other authorship position fewer points)	5		
First author of book chapter (2nd, 3rd of other authorship position fewer points)	4		
First author of refereed publication (2nd, 3rd of other authorship position fewer points)	4		
Editor of journal	4		
Peer-review of journal articles	2		
Peer-review of conference abstracts	2		
Peer review of grant proposals	3		
Published in conference proceedings (not simply abstract)	4		
Presents refereed or invited paper or poster presentation at local (1), state (2) regional (3), national (4) or international (5) level	1 to 5		
Invited to share clinical expertise on local (1), state (2), regional (3), national (4), or international (5) level	1 to 5		
Shares innovations in patient care and teaching on local (1), state (2), regional (3), national (4), or international (5) level	1 to 5		
Develops and presents new CE offering	3		
Presents a repeated CE offering	2		
Presents at professional forums (JTL, local workshops, seminars, conferences, and/or Brown Bag Seminars, etc.) on local (1), state (2), regional (3), national (4), or international (5) level	1 to 5		
Published book reviews or newsletter	2		
Influences healthcare policy on local (1), state (2), regional (3), or national (4) level (include description/documentation)	4		
Contributes to development of national nursing examinations licensure or certification	4		
Contributes to development of national scope and standards of care (include description/documentation)	4		
Contributes to development of evidence-based hospital and/or community health	4		
Shares new evidenced based information with clinical staff consistently (include description/documentation)	4		
Maintains certification as an advanced practice nurse in specialty area or in other specialized area	3		
Other (describe below and assign relative worth)			

TOTAL MERIT SCORE UP TO SCHOLARLY ACTIVITY			

Service/Other ( ) indicate desired weight Give points up to those designated for EACH instance (such as for each year you were actively engaged in a specific organization) in each year you are evaluating. Service accomplishments must be related directly to the discipline.

DESCRIPTION	Possible Points	# of instances	Total Points
<b>University Committees</b>			
Chair of major committees	8		
Vice-chair of major committees	5		
Representative to major committee	4		
Other (please specify)	2		
<b>College of Health Professions Committees</b>			
Chair committee or task force	8		
Active engagement on committee or task force	4		
Other (please specify)	2		
<b>School of Nursing Committees</b>			
Chair committee or task force	8		
Active engagement on committee or task force	4		
Other (please specify)	2		
Active participation in SON-sponsored events (e.g. Scholarship Saturday, Cameos of Caring, Graduation, Pinning, etc.)	3		
<b>Other Committees/Organizations</b>			
Holds office in regional, national or international organizations	4 to 8		
Active engagement in local, regional, national or international professional organizations			
Consultant for regional, national or international organization; universities; or other professional individuals or groups	5		
Holds office in community organization	8		
Active member/contribute to community related to the discipline	4		
Provides student advising and/or counseling related to progression in program on an annual basis	3		
Other (describe below and assign relative worth)			
TOTAL MERIT SCORE for SERVICE/OTHER			



School of Nursing

MERIT APPLICATION FOR NON-TENURE TRACK BUF

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide the following information.

1. RANK: Circle your present rank.

Assistant Professor of Instruction

Associate Professor of Instruction

Professor of Instruction

2. New BUF faculty are eligible for review if they were employed full current academic year per guidelines outlined in the CBA.

3. WEIGHTING: For each of the following components, estimate the percent of productivity associated with each component. The percentages should reflect accomplishments and activities associated with teaching and service/other. Other activities may include: scholarship, administrative duties, etc. The total weight for these percentages should sum to 100%. In the area at the bottom of the page, please provide your rationale for the selected weights.

Teaching:

Select a weight between 75% and 85%.

Your weight \_\_\_\_ \_

Service/Other:

Select a weight between 15% and 25%.

Your weight \_\_\_\_ \_

Rationale for weights chosen:

## Non-Tenure Track Faculty Guidelines

4. Guidelines for completing the Merit Self-Evaluation. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.

- a. The total number of merit points within component of teaching and service/other are summed.
- b. Within each component, a score or average score will have the following merit value:

<u>Total Points &amp; Label</u>	<u>Merit Value</u>
i. 36 or more, extraordinary	= 5
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iv. 15-6, satisfactory	= 2 to 2.9
v. < 6 unsatisfactory	= 1 to 1.9

5. Weighting for each component, plus the merit value, are entered into the university-wide formula for final merit computation.
6. An overall score for merit of less than 2 is unsatisfactory and shall disqualify the BUF member for participation in the merit pool.
7. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.
8. The merit review process and utilization of the Merit Self-Evaluation Checklist will provide BUF members the opportunity to present a complete picture of all that they do in the various dimensions of their roles. BUF shall include whatever additional materials are needed to provide evidence for their self-evaluation.

## Merit Review and Appeals and Processes

1. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines. Forms are submitted to the School of Nursing Director's office.
2. BUF performing regular duties, or those on leave, may or may not choose to submit a merit self-evaluation for consideration. If a merit self-evaluation is not submitted per the guidelines herein that BUF shall not be eligible for a merit raise.
3. The appeal process shall adhere to guidelines outlined in the CBA.

Teaching ( ) indicate desired weight. Give points up to those designated for EACH instance of an activity (such as for each new course developed). The exception are student evaluations - for those, give up to the designated point value per year, which indicates an overall average of how students rank teaching effectiveness for the academic year based on standardized instructor evaluations. Computing means is not needed, but the estimate will be reviewed by the Director of the School of Nursing.

DESCRIPTION	Possible Points	# of Instances	Total Points
Classroom/clinical evaluations average annual ratings 3.5 - or above	16		
Classroom/clinical evaluations average annual ratings 3.0 - 3.4	10		
Classroom/clinical evaluations are effective average annual ratings 2.5 - 2.9	6		
Implements technology-based teaching innovations within SON	5		
Received award for teaching excellence (local or other)	5		
Engages in international or interdisciplinary teaching	5		
Develops syllabus for new course. including interdisciplinary or international course	5		
Preparation for newly assigned course	5		
Develops or extensively revises course or places an existing course on-line	4		
Develops or maintains service learning project in the community	5		
Guest teacher in another course (nursing or another discipline)	1		
May participate in Honors Project, DNP Capstone Project, or other project during year	3		
May Chair a DNP Capstone Project	5		
Other (describe below and assign relative worth)			
TOTAL MERIT SCORE FOR TEACHING			

Service/Other ( ) indicate desired weight. Give points up to those designated for EACH instance (such as for each year actively engaged in a specific organization) in each year being evaluated. Service accomplishments must be related directly to the discipline.

DESCRIPTION	Possible Points	# of instances	Total Points
<b>College of Health Professions Committees</b>			
Chair committee or task force	8		
Active engagement on committee or task force	4		
Other (please specify)	2		

<b>School of Nursing Committees</b>			
Chair committee or task force	8		
Active engagement on committee or task force	4		
Other (please specify)	2		
Active participation in SON-sponsored events (e.g. Scholarship Saturday, Cameos of Caring, Graduation. Pinning, etc.)	3		
<b>Other Committees/Organizations</b>			
Holds office in regional, national or international organizations	4 to 8		
Active engagement in local, regional, national or international professional organizations			
Consultant for regional, national or international organization; universities; or other professional individuals or groups	5		
Holds office in community organization	8		
Active member/contribute to community related to the discipline	4		
Provides student advising and/or counseling related to progression in program on an annual basis	3		
Other (describe below and assign relative worth)			
<b>TOTAL MERIT SCORE for SERVICE/OTHER</b>			