



School of Speech-Language Pathology and Audiology
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 reviewed and approved by the School of Speech-Language Pathology and Audiology 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 Speech-Language Pathology and Audiology bargaining unit faculty.

School Merit Guidelines Committee Chair

10/24/2024

Date

School Director

10/24/2024

Date

Dean

10/24/2024

Date

Executive Vice President and Provost

11/4/2024

Date



College of Health and Human Sciences

School of Speech-Language Pathology and Audiology

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

Approved on January 23, 2024

School of Speech-Language Pathology and Audiology Merit Evaluation Criteria

DEFINITIONS:

Academic year: Beginning on the first day of the first summer session and concluding with the day prior to the first day of the following year's first summer session.

Unsatisfactory: Number of points faculty member presents in each area in order to achieve school director's final rating of "0 - 1" (see table below each merit area).

Satisfactory: Number of points faculty member presents in each area in order to achieve school director's final rating of "2" (see table below each merit area).

Meritorious: Number of points faculty member presents in each area in order to achieve school director's final rating of "3" (see table below each merit area).

Outstanding: Number of points faculty member presents in each area in order to achieve school director's final rating of "4" (see table below each merit area).

Extraordinary: Number of points faculty member presents in each area in order to achieve school director's final rating of "5" (see table below each merit area).

A. Academic Unit Merit Process

1. This school shall formulate and adopt faculty criteria for merit evaluations by majority vote of bargaining unit faculty. Any subsequent modifications may be accomplished through a majority vote of the school bargaining unit faculty. The School Director, Dean, and Office of Academic Affairs must also approve these criteria.

2. The default weighting for each merit criteria area adopted by faculty with different classifications shall be:

(a) **Tenure track (TT) bargaining unit faculty:** Teaching 60%, Research 30%, Service 10%. However, each faculty member, including probationary faculty members, may elect to choose a different weighting scale to accurately reflect his/her work of the academic year. The weighting scale must include a minimum of 10% for each category. Any alternate scale that differs from the default weighting outlined above shall be decided in consultation with the school director, and with the faculty member providing a rationale.

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

- I. When probationary faculty members select individual weightings, they should do so with consideration of issues relating to progression toward tenure/promotion.
2. In semesters or years when a faculty member is on leave (e.g., Professional Development Leave), and he/she did not teach and/or perform service activities, but did produce research, under the categories of teaching and service he/she will receive either a "Satisfactory" (2) rating or his/her actual earned merit score, whichever is higher.

(b) **Non-tenure track (NTT) bargaining unit faculty**: merit will be rated as stipulated in Letters of Offer/Appointment, for example:

Teaching 100% (0% service and 0% scholarly activity, unless additional accomplishments are included at the faculty member's discretion as outlined below).

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 (i.e., at the Director's discretion) awarded in a particular/applicable category not captured in the standard school merit criteria.

B. Merit Review Procedures

The school director shall conduct an annual evaluation of every bargaining unit faculty member in accordance with the school's adopted criteria.

1. In preparation for the school director's evaluation, all members of the bargaining unit who wish to apply for merit shall submit to the director a report of their teaching, scholarship, and service, as applicable based on the guidelines in A.2.a and A.2.b above. The bargaining unit faculty member may include, in addition to any materials required by the CBA, whatever material will provide evidence of successful teaching, scholarship, or service.
2. Merit materials will be considered on an annual basis. The UA-AAUP Collective Bargaining Agreement should be referenced for merit evaluation submission and review timelines.
3. Publications can be counted only once either while "in press" (accepted for publication but not yet delivered) or when in print, but not both. This is to reflect that the faculty member's success is measured by the official promise to publish his/her work, and the length of time it takes for the publisher to get the work out is not under the faculty member's control. The faculty member must provide a dated proof of acceptance from an editor/publisher, subject to verification.

If the work is not subsequently published, the faculty member will have the merit points earned for its acceptance deducted from the appropriate year's merit evaluation.

4. Points system: A maximum of 5 points can be accumulated in each category. The school director will provide a written evaluation and assign a ranking of "Unsatisfactory" = 1, "Satisfactory" = 2, "Meritorious" = 3, "Outstanding" = 4, or "Extraordinary" = 5.

While the bargaining unit faculty member may present their case using the following system, the school director shall assign the ranking from 1-5 to each area of teaching scholarship, and service.

C. Merit Criteria

1. Scholarship

A Satisfactory (2) rating means that the faculty member is advancing the body of knowledge in his/her field as described below. Evidence of this scholarship will be maintenance of at least graduate faculty category 1 status. For the first two years of service, if this status is not already met, the faculty member will merit as "Satisfactory" (2) rating if he/she submits drafts of articles showing a significant degree of progress towards this status. The publication of works that grant graduate faculty status will still merit the additional points noted below. Scholarship can be represented by research, development, and innovative and creative works. The bargaining unit faculty member shall use these point values and make his/her case presentation to the school director.

Additional points per activity:

Submitting article for publication 0.5-1 pts

Submitting presentation to peer-reviewed conference 0.5-1 pts

Submitting application for grant: 1-3 pts

Publications:

Book (authored, edited, translated, electronic): 2-3 pts

Book chapter (1 pt)

Article (qualitative and quantitative): 2-3 pts

Book review: 0.5 pt

Local & state presentation at conference, colloquium, university: 0.5 pt

National & international presentation at conferences, colloquia, universities: 1 pt

Editor, co-editor for journal: 2 pts

Reviewer for a refereed journal: 0.5 pts

Running subjects for research study/data collection: 0.5-2 pts

Commercialization: Product development and dissemination: 1-3 pts

Award of grant: 3-4 pts

Generation of other academic and creative work such as publication of treatment materials, computer programs, etc. 1-3 pts.

Other: 0.5 up to 3 pts at the discretion of the School Director

Points accumulated in Scholarship correspond to the ranked values below:

Unsatisfactory=1	Satisfactory=2	Meritorious=3	Outstanding=4	Extraordinary = 5
0-1	2	3	4	5

2. Teaching

A Satisfactory (2) rating means having met the minimum standards for one's rank for 70% or more of assigned courses and clinic per school RTP guidelines:

Assistant Professor: Median scores in the 4.0 - 4.99 range

Associate Professor: Median scores in the 5.0 - 5.99 range

Professor: Median scores in the 5.00 - 7.00 range

- Teaching evaluations are assessed by student evaluations (Question 13).
- Teaching evaluation points are to be reported for every class.
- Administration evaluations are assessed by peer and student evaluations.
- Purchased time for research is evaluated in the following manner: The argument for merit will be made by the faculty member. Merit points are awarded by the school director.

Faculty who do not achieve a Satisfactory (2) rating in a minimum of 70% of assigned courses do not qualify for merit points in this category.

Additional points:

Median scores for Q13 that exceed minimum standard for rank:

Assistant Professor: 1 pt for each median teaching score= 5.0-5.99 range
2 pt for each median teaching score - 6.0-6.99 range
3 pt for each median teaching score = 7

Associate Professor: 1 pt for each median teaching score= 6.0-6.99 range
2 pt for each median teaching score = 7

Professor: 0.5 pt for each median teaching score==6.0 to 6.5
1 pt for each median teaching score = 6.51 to 7

Peer evaluations or unsolicited letters as evidence of excellence: .5 pt

Supervision of independent study or thesis: 0.5 pt per independent study

New course development: 1-4.pt

Significant redevelopment of course: 0.5 pt

Guest lecture/speaking in other classes or departments: 0.5 pt

Innovative teaching methods (e.g., innovative use of new technology): 0.5-1 pt

Teaching/Clinical overload per semester: 1 pt

Teaching awards: variable pts, depending on award

Presentation at local teaching seminars/workshop: 0.5-1 pt

Honors Project advisor: 1 pt
Honors Project reader: 0.5 pt

Other: up to 3 pts at the discretion of the school director (for example, teaching evaluation scores for 4-credit courses, as petitioned for consideration by faculty).

Points accumulated in Teaching correspond to the ranked values below:

Unsatisfactory=1	Satisfactory=2	Meritorious=3	Outstanding=4	Extraordinary=5
0-3	4-5.5	6-11.5	12-17.5	18+

Certain items above may be counted as meritorious if performed without load hour assignments as made by the dean and school directors as outlined in University rule 3356-20-032 B.2.3.b.i.A-E. (value = 1 point)

3. Service to University, College, Department, Community

A Satisfactory (2) rating means attendance at department meetings and contributions as a member of necessary department committees (unless excused for legitimate reason); supporting the school with student advising and graduation attendance; and representing the school at state and/or national conventions. The following may be counted as meritorious if performed without load hour assignments as made by the dean and school directors as outlined in university rule 3356-20-032 B. 2. 3.e.i. and f.i.

Additional Points:

School Committee chair: 1 pt
School Committee member: 0.5 pt
College or University Committee member: 0.5 pt
College or University Committee chair: 1 pt
Executive committee officer of Faculty Senate: 2 pts
Executive committee office of Akron-AAUP, etc.: 2 pts
Akron-AAUP departmental liaison: 0.5 pt
Member of Faculty Senate: 1 pt
Review of graduate applicants: 0.5 pt
Representing dept at student recruitment events: 0.1 per instance, up to 1 pt
Maintaining website components: 0.5-1.5 pt
Developing clinical practicum placement or activity: 0.5 pt
Student organization advisor: 1 pt
Professional organizations: Leadership, committee, or officer positions: 0.5 up to 2 pts
Community service: 0.5-1 pt

Other: 0.5- up to 3 pts at the discretion of the School Director

Each of the three categories includes the option of 'other' to cover any relevant work not anticipated in these guidelines. In this and other cases where variable points are available, the faculty member will request the point value he/she believes is fair and explain why.

Points accumulated in Service correspond to the ranked values below:

Unsatisfactory=1	Satisfactory=2	Meritorious=3	Outstanding=4	Extraordinary = 5
0	1	1.1-2.5	2.6-4.0	4.1+