

Date: April 10, 2007

MEMORANDUM

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: James M. Lynn, Interim Dean
College of Fine and Applied Arts

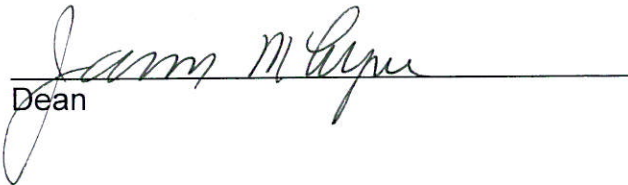
RE: Merit Guidelines

The attached merit guidelines and criteria have been approved by the faculty of the School of Art on April 2, 2007. I have approved all attached guidelines and criteria.

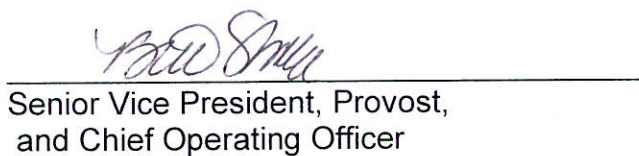


Department Chair or Faculty Representative

4/10/07
Date


Dean

4-12-07
Date


Senior Vice President, Provost,
and Chief Operating Officer

5/4/07
Date

The Mary Schiller Myers School of Art

Procedures and Criteria For Merit Compensation

I. General Statement

Annual merit increases to salary for bargaining unit faculty in the School of Art will be determined by the Director, in accordance with the following guidelines and criteria. The amount of money available for merit increases is governed by the terms of the collective bargaining agreement between the University and Akron-AAUP.

II. Criteria for Evaluations

The definitions and criteria for Teaching, Professional Practice, and Service used in the School's Substantive Guidelines for Retention, Promotion, and Tenure will apply to these guidelines for salary increases. The format for faculty reports is included at the end of this document. In addition to any materials required by these guidelines, faculty may include whatever materials will provide evidence of successful teaching, professional practice, and service.

III. Reporting Time Periods

Faculty will report Teaching, Professional Practice and Service annually on a modified academic year. This year will start at the beginning of summer and end with the end of spring semester. For example, the modified academic year 2006-2007, will include activities from the summer of 2006 through the end of Spring semester 2007. The report for 2007-2008 will include activities from the summer 2007 through the end of spring semester 2008. The report for 2008-2009 will include activities from the summer of 2008 through the end of spring semester 2009.

Faculty members will submit the reports no later than Monday of the thirteenth week of Spring Semester.

IV. Averaging

The School of Art will use a three year rolling average for merit salary increases. The academic year 2003-2004 will be given one score which will be averaged with the scores for the academic years 2004-2005 and 2005-2006 (from Summer Session I through the end of the following Spring semester). In each subsequent

academic year, the evaluation score for each faculty member will be averaged with the evaluation scores from the previous two academic years.

V. Procedure

The School Director will make a qualitative assessment of each area — teaching, professional practice, and service — and will provide a written evaluation and assign a ranking of “unsatisfactory,” “satisfactory,” “meritorious,” “outstanding,” or “extraordinary.” For the purpose of merit raise computation, an overall score is calculated, rounded to the nearest 10th, based on the relative weights assigned to teaching, scholarship, and service as specified in these guidelines. In this calculation, the following values are assigned in each area: “unsatisfactory” = 1, “satisfactory” = 2, “meritorious” = 3, “outstanding” = 4, and “extraordinary” = 5.

An aggregate merit score of less than 2 points shall be considered unsatisfactory and shall disqualify the bargaining unit faculty member from participation in the merit pool. For example, if teaching is awarded 40%, research is awarded 40%, and service is awarded 20%; the bargaining unit members receives individual scores of 2 for teaching, 2 for research, and 1 for service. The weighted scores would be .8 for teaching, .8 for research and .2 for service for an aggregate overall score of 1.8 which would disqualify the bargaining unit member from participation in the merit pool. The merit raise will be determined based on the aggregate merit score following the formula in Article 14 Compensation, Section 8 (c) of the collective bargaining agreement.

To qualify for the across the board portion of any raise, the faculty member must also receive an aggregate score of 2 or higher.

VI. Weighting

Each individual faculty member will select the weight to assign to Teaching, Professional Practice and Service within the following limits: no less than 25% for any area, no more than 50% for any area.

Each faculty member will meet with the Director no later than the second Friday of Fall Semester to establish the weighting for that year. The Director of the School of Art must approve the weighting.

VII. Exceptions to Weighting Policy

Limits to weighting may be waived in the following circumstances. Request for this change must be submitted to the Director for approval.

a. Year Long PDL

Faculty may request up to 100% Professional Practice.

b. One Semester PDL

Faculty may request up to 100% professional Practice for just one semester to be averaged with standard weighting for the second semester.

Faculty may request the average score for the second (teaching) semester be used for the entire year.

c. Sick Leave

If the sick leave is for just one semester the faculty member may request the average score for the second (teaching) semester be used for the entire year.

d. Medical Restrictions, Family Emergency

Documented, temporary medical conditions or family emergencies that prevent the faculty member from being able to perform all duties may justify changes to the weighting policy. The faculty member must set appropriate weighting in consultation with the Director.

e. Administrative/Creative Reassignment

Faculty receiving Administrative or Creative Reassignment will not be automatically granted Service or Professional Practice credit for performing the administrative duty or creative activity. If however the faculty member can demonstrate that the service/creative activity involved was exceptional and exceeded the expectations of the original agreement with the Director, Service or Professional Practice credit may be recognized.

VIII. Procedure Improvement Committee

The bargaining unit faculty of the School of Art will form a committee for the purpose of improving the procedure for evaluating faculty for Merit salary increases. This committee shall consist of three bargaining unit faculty members representing

different areas within the School of Art and different ranks. Membership on the committee will change annually. All faculty who are able to serve will have an opportunity and obligation to serve before any other faculty member serves for a second time.

The Director will brief the committee on how the criteria for evaluation have been applied, how the reporting format has served the procedure, the general outcome of the evaluation and any other information relevant to the improvement of the evaluation procedure.

The committee will also gather information from the faculty regarding the format for reporting, the procedural calendar and any other information relevant to the improvement of the evaluation procedure.

The committee will report to the faculty and Director and make recommendations for the improvement of the review procedure.

The Committee will not become involved in the qualitative evaluation of the information provided by faculty members.

IX. Results of the Evaluation

The Director shall send to each faculty member a copy of his or her evaluation. Any faculty member who disagrees with the Director's evaluation may send a written response to the Director. This rebuttal shall be attached to the original evaluation and forwarded to the College Dean for resolution. The Dean shall provide a copy of his or her decision to the faculty member and the School Director.

Merit evaluation shall not be grievable unless the bargaining unit faculty member has been rated less than meritorious and then only as to procedural error and/or inadequate consideration in the review process. A bargaining unit faculty member may appeal a merit evaluation with which they disagree to the Senior Vice President and Provost.

X. Method for Amending This Document

The procedure used by the faculty to make changes to this document will be the same procedure outlined in the Guidelines of the Mary Schiller Myers School of Art, XV. Methods for Amending this Document and must meet the following requirements:

- a. Approval by a majority of all full time faculty (not just a majority of a quorum.)
- b. Approval by the Director of the School of Art, the Dean of the College of Fine and Applied Art and the Provost.

MYERS SCHOOL OF ART

FACULTY ANNUAL REPORT FOR MERIT REVIEW

Using the format provide below supply a concise report on meritorious activities. Evidence and documentation may be included. You must format in word.

TEACHING

(Teaching is understood to be an obligation of all faculty. Faculty are responsible for indicating how teaching activities can be understood to be “Meritorious”, “Outstanding” or “Extraordinary”. Brief explanations or descriptions will help the Director to appreciate the content and context of the activity.

List courses taught

New courses prepared

Advising and mentoring

Curricular development

Participation in accreditation activities

Administration and supervision of part-time faculty, student assistants, staff etc.

Keeping current with one's discipline (e.g. attending conferences or lectures, learning new or upgraded software etc.)

Field trips, student accomplishments, and other evidence of good teaching.

Other activities related to teaching.

PROFESSIONAL PRACTICE

(indicate whether significance is local, regional, or national. For exhibitions indicate solo, group, juried, invitational, etc. *Brief explanations or descriptions will help the Director to appreciate the content and context of the activity.*)

Publications (indicate whether refereed or not)

Books and monographs

Chapters

Journal articles

Other authored publications

Exhibitions (indicate whether solo or group, juried or invited)

Grants and Fellowships (indicate significance and amount)

External

Internal

Professional awards and honors

Curatorial activity, including judging

External

Internal

Contractual work and commissions

Professional presentations

Reviews and citations of own creative or scholarly work

Keeping current with one's discipline (e.g. attending conferences or lectures, learning new technology etc.)

Other relevant professional practice

SERVICE

(indicate nature and extent of duties, responsibilities, time involved *and accomplishments*)

School committees (indicate if chair)

Other service to the School

College committees (indicate if chair)

University committees (indicate if chair)

Service to professional organizations

Service to Akron-AAUP

Community service

Other relevant service

5/4/07