



The University of Akron  
Buchtel College of Arts and Sciences

Date: June 25, 2018

TO: Rex Ramsier  
Executive VP & Chief Admin Officer

FROM: Linda Subich

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SUBJECT: Merit Guidelines

The attached guidelines have been approved by the faculty of the Department of Biology on September 10, 2018.

I have approved all attached guidelines and criteria.

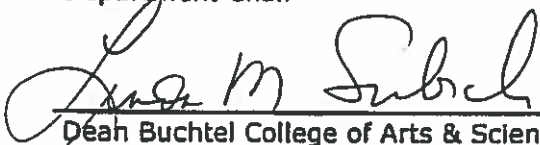
If you concur, we ask that you also approve the guidelines and criteria.



Department Chair

9-10-18

Date



Dean Buchtel College of Arts & Sciences

9-10-18

Date



Exec VP & Chief Admin Officer

9-12-18

Date

## **Department of Biology – Criteria for the Determination of Merit Pay**

**Approved by Biology Faculty, October 30, 2006**

**Changes approved by Biology Faculty, January 16, 2007**

**Changes approved by Biology Faculty, April 17, 2007**

**(minor edits to emphasize dates and red added to maximum points on 20-Apr-2011)**

**Changes approved by Biology Faculty, April 24, 2018**

**An annual performance review of each faculty member shall be carried out and it shall be used for the purpose of determining the departmental recommendations for salary adjustments based on merit. The applicable AAUP contract and UA rules shall be followed.**

- 1) The bargaining unit members shall annually elect a committee consisting of three bargaining unit members that shall serve to advise the Chair.
- 2) Merit evaluation data on which evaluations will be based, shall be collected in the form of evaluation forms (see attached) provided to each bargaining unit member on the timeline agreed to by the AAUP and UA rules. The committee shall meet to collect and tabulate the data provided by the bargaining unit members according to the criteria presented below and shall present that data to the Chair.
  - a) For the determination of the merit pool data will be assessed for teaching and service only during the most recent merit period (academic year) with research evaluated on a three year rolling window.
  - b) The merit committee will consider the scores derived from the worksheets in each category and will assign an advisory score on the 1 to 5 scale and make a recommendation to the chair.
- 3) For faculty, the default weights of research, teaching and service will be 40%, 50%, and 10%, respectively. If a particular faculty member's actual work activity during the evaluation period is in substantially different ratio, they shall be able to choose from the following weighting categories by the second Friday of the Fall semester:
  - 1) Research 50%, Teaching 40%, Service 10%
  - 2) Research 40%, Teaching 50%, Service 10%
  - 3) Research 30%, Teaching 60%, Service 10%
  - a) Instructors shall be assigned a weight consistent with their letter of offer.
  - b) In unusual circumstances such as extended leave, PDL, or half-time positions in the department, the bargaining unit member shall negotiate with the Chair for the distribution of their percentage effort in the three areas.

c) There is no implication that faculty members' weightings will reflect their load.

4) The final scores will be applied to the following scale to determine the final categorization as follows: 1-1.9 Unsatisfactory; 2.0-2.9 Satisfactory; 3.0-3.9 Meritorious; 4.0-4.9 Outstanding; 5.0 Exemplary. (Note: these scores will be rounded to the nearest tenth and those values used in the merit raise formula available in the collective bargaining agreement).

5) After each merit period has concluded, the merit committee shall be charged with writing a summary report of their assessment of the usefulness of these guidelines during their time of service. This summary report shall be distributed to all bargaining unit members in the Department and the bargaining unit members convened in the following fall semester to discuss that report and possible changes to the guidelines.

## **DEPARTMENT OF BIOLOGY**

### **Worksheets for Merit Raise Evaluation**

Bargaining unit members are required to keep written documentation for all merit activities and be willing to make them available to the merit review committee upon request.

Each bargaining unit member will complete the forms provided below which catalogues their accomplishments for the past academic years for teaching and service and the past three years for research. Points are assigned for a variety of achievements.

For each year's merit pool each bargaining unit member shall attach to the research scoring form a copy of their updated CV that only covers the merit period as partial verification of the information provided. This period shall cover the past three years for research effort but only the past year (i.e., beginning of summer to end of spring semester) for the Teaching and Service categories.

The merit committee shall tally point totals from the three worksheets which will be used to determine on a scale between 1 and 5 the advisory merit rankings of the bargaining unit members to the Chair. The recommendation along with relevant documentation will be transmitted to the Chair. The Chair will assign final point totals for each bargaining unit member in the department.

## TEACHING

### Data collection sheet for use by the merit committee to assign rankings for teaching

For each merit period, teaching shall be evaluated based on activities for the previous academic year. The overall average student evaluation score shall be obtained by calculating the mean for all courses taught during the merit review period. This average base student evaluation score will form the core points for evaluation of teaching for merit pay increases. That number can be supplemented with the following activities.

All point values are recommended maximums per activity. It is the responsibility of the merit committee to evaluate these point assignments and check for consistency between faculty. The committee will make recommendations to the chair who will make the final decision on the point values for specific activities.

	Description	points
1	Average student evaluation scores (see above; range = 10-40)	
2	Class section size less than minimum required by Dean's office, 0.25 pt per course	
3	Class section size minimum required <30, 0.5 points per course	
4	Class section 30-60; 1 point per course	
5	Class size > 60; 1.5 pts per course	
6	New distance learning / online course; 2 pts	
7	New course, new book or complete revision of lectures; 1 pt	
8	Coordinate lab sections; 1 pt. (0.5 pts if shared duties)	
9	Teaching awards/recognition; 2 pt	
10	Implementation of new pedagogy; 1 pt	
11	Research advisor of graduate student MS or PhD; 1.0 pt/yr/student	
12	Co-advisor of graduate student MS or PhD; 0.5 pt/yr/student	
13	Member of graduate student's committee MS or PhD; 0.1/pt/yr/student	
14	Advise Honor's student; 1 pt when the project is completed	
15	Biological Problems student; 0.25 pt/semester, Max 1.5 pts	
16	Present seminar or class on teaching; 0.5 pts	
17	Teaching credits above teaching credits assigned; 1 point per credit	
18	Other teaching activities not covered in the above list – 1 to 5 points (provide documentation)	
	<b>Total</b>	

The minimum score required for a satisfactory rating in teaching is **15** points.

The minimum score required for a meritorious rating in teaching is **25** points.

The minimum score required for an outstanding rating in teaching is **35** points.

The minimum score required for an extraordinary rating in teaching is **40** points.

**Notes:**

#2-5 Points awarded will be determined by course but if there is more than one instructor the points should be divided by the number of instructors. Points awarded based on class size is indicative of the greater administrative and advising time spend on larger classes.

#10 If you qualify for points in this category please don't also claim points for complete revision of lectures (#7) without written justification

#11-14 Points will be awarded beyond what is considered an average number of students. This will be recommended by the merit committee to the chair for each faculty member.

#18 If a faculty member feels that he/she has other teaching-related accomplishments that should be included in their evaluation, they can present this to the Chair who will then determine the merit of the accomplishment and its point value.

## RESEARCH

### Data collection sheet for use by the merit committee to assign rankings for research

The expectation is that bargaining unit members will maintain active research programs that involve students at some level and engage in professional activities related to their area of research (i.e. attend professional meetings, review papers and grants).

All point values are recommended maximums per activity. It is the responsibility of the merit committee to evaluate these point assignments and check for consistency between faculty. The committee will make recommendations to the chair who will make the final decision on the point values for specific activities.

Research Scoring Form		
	Description	points
1	Peer reviewed publications (past three years combined); 2-4 points each. The total points will depend on a number of factors including the quality of the journal (e.g. 2 point for an article in Ohio Journal of Science, 4 points for an article in Science or Nature); papers that highlighted by another journal (e.g. Nature publishes a note referring to a previously published article); and/or demonstration of extraordinary effort or significance of a paper at the recommendation of the merit committee (please provide documentation on a separate page) but <b>not to exceed four points per publication.</b>	
2	Peer reviewed book chapters: 2 point each (up to 3 points with written documentation)	
3	Non peer reviewed book chapters, Letters to Science/Nature, Non peer reviewed research articles; 0.5 points each	
4	Presentations and posters at regional, national or international meetings; 0.5 points each except international meetings 1 point each.	
5	Research seminars presented (invited and departmental); 0.5 points each ( <b>3 points max</b> )	
6	Number of externally funded peer-reviewed federal/private grants held as PI or co-PI greater than \$5000 and includes an award on which you are a supervisor or pre- or post-doctoral training or fellowship. <b>Count 1 point for each year for each grant held</b> (grant must have started prior to Jan 1 or been active through Dec. 31 to be counted for that year; no-cost extensions may not be included)	
7	Total dollars of externally peer-reviewed federal/private grants for three years combined as PI or Co-PI is between 10K and 89K (2 points), 90K and 299K (4 points), greater than 300K (6 points)	
8	Submitted PI or co-PI peer-reviewed federal/private external grant <30K (total award) = 1 point; 30-499K (total award) = 2 points; >500K (total award) = 3 points (do not count if funded) ( <b>6 points max</b> )	
9	Internal/State funded grants/awards over entire period: <100K = 1 point and >100K = 2 points ( <b>4 points max</b> )	
10	Grant and methods workshops attended 0.5 points ( <b>2.0 points max</b> )	

11	Invited symposium speaker of some significance. 1 point each	
12	Patent or Intellectual Property: 2-4 points each made by argument to merit committee	
13	Other activities: 1-2 points each - <b>provide justification</b>	
	<b>TOTAL POINTS</b>	

The minimum score required for a satisfactory rating in research is **5** points over 3 years.

The minimum score required for a meritorious rating in research is **20** points over 3 years.

The minimum score required for an outstanding rating in research is **40** points over 3 years.

The minimum score required for an extraordinary rating in research is **55** points over 3 years.

**#13** If a faculty member feels that he/she has other research-related accomplishments that should be included in their evaluation, they can present this to the merit advisory committee who will make a determination of the merit of the accomplishment and its point value and report their recommendation to the Chair.

## SERVICE

### Data collection sheet for use by the merit committee to assign rankings for service

Please provide the appropriate point values for the following categories. For each merit period only the most recent academic year will be considered.

All point values are recommended maximums per activity. It is the responsibility of the merit committee to evaluate these point assignments and check for consistency among faculty. The committee will make recommendations to the chair who will make the final decision on the point values for specific activities.

	Description	points
1	Regularly attending department faculty meetings and are taking your turn attending graduation; 5 points	
2	Active standing Department committees* 5 points each	
3	Chair of Departmental/Search committee; 10 points each	
4	College/University committee; 5 points each	
5	Chair of College/University Committee; 15 points each	
6	Chair of College/University Subcommittee; 5 points each	
7	Manuscripts reviewed; 2 points each (30 points max)	
8	Book chapters reviewed; 2 points each (10 points max)	
9	NIH/NSF Grants reviewed; 3 points each (30 points max)	
10	Smaller grants reviewed; 1 point each	
11	NIH/NSF grant panel; 5 points each	
12	Organization of Scientific meeting; 10 points each	
13	Organization of meeting symposium; 5 points each	
14	Undergraduate advisor; 10 points	
15	Ad Hoc committees (eg. serve on a search committee); 5 points each	
16	Community Service – suggest points based on time involved (e.g. science fair judge)	
17	Other activities – suggest points based on time involved (e.g. web service, participation in UA scholarship, majors and career days, BRC emergency duties etc...)	
	<b>Total</b>	

The minimum score required for a satisfactory rating in service is **15** points.

The minimum score required for a meritorious rating in service is **40** points.

The minimum score required for an outstanding rating in service is **45** points.

The minimum score required for an extraordinary rating in service is **70** points.

#### Notes and explanations:

- If a faculty member feels that he/she has other service-related accomplishments that should be included in their evaluation, they can present this to the Chair who will then determine the merit of the accomplishment and its point value.
- Just being a member of a scientific organization does not count for service. You must document a service to that organization.



- To count committee service that committee must have met at least once during the year and you must have participated in that meeting
- For community service or other activities, we suggest as a guideline, 2 points per entire day involved in the activity.