

The University of Akron
College of Applied Science and Technology
Department of Business and Information Technology
Merit Guidelines for
Tenure-Track Faculty and Non-Tenure Track Faculty

Most recent approval on June 5, 2007

Approved by Department Faculty on March 11, 2019

Reviewed and approved



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Date

3/11/19

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Department of Business and Information Technology Merit Guidelines
Approved by Department Faculty on March 11, 2019

The Department Business and Information Technology (BIT) places its greatest emphasis on the effectiveness and quality of teaching in criteria for merit. For merit, teaching will be weighted at 70% for probationary faculty and ranging from 60% to 70% for tenured faculty.

Research and scholarly activity are required. The scholarship of teaching and learning are of equal value to discipline-based professional activities. Publication is not required of faculty in the College of Applied Science and Technology, but it is a measure that can be used to demonstrate professional and scholarly activity. For merit, professional and scholarly activity will be weighted at 15% for probationary faculty and ranging from 10% to 30% for tenured faculty.

Service, both to the institution and the community, is required. For merit, service to the institution and community will be weighted at 15% for probationary faculty and ranging from 10% to 30% for tenured faculty.

The default weight for tenured faculty will be teaching 70%, research and scholarly activity 15%, and service 15%. Tenured faculty may choose a weighting scale other than the default weight in consultation with and subject to the approval of the department chair within the ranges given in these guidelines no later than the Friday of the second week of fall semester of the current academic year. Tenured faculty may change their weightings in extenuating circumstances after the Friday of the second week of fall semester with the approval of the chair, dean, and provost. If no weighting choice is specified or agreed upon by the week two fall semester deadline, the default weight will be used.

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 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 70% teaching and 30% for the remaining areas. Merit for NTT faculty submitting accomplishments for all three areas shall be weighted at 70% teaching, 15% research and scholarly activity, and 15% service.

A maximum of five points can be accumulated in each category: teaching, research and scholarly activity, and service. The point system will be as follows:

- 1 to 1.99 points = Unsatisfactory (ineligible for merit);
- 2 to 2.99 points = Satisfactory (eligible for merit);
- 3 to 3.99 points = Meritorious;
- 4 to 4.99 points = Outstanding; and
- 5 points = Extraordinary.

The chair of the department will assess each faculty member's activities summary and review point totals for each category as so indicated by the faculty member on his or her merit evaluation form. Faculty shall maintain the right of appeal in this regard to the dean of the college who shall make the final determination. Using the formula as outlined in the bargaining agreement, the aggregate weighted score must exceed or be equal to 2.0 for a faculty member to be eligible for merit.

Exceptional situations may occur. For example, in semesters or years when faculty members are on leave (e.g., PDL or sick leave), they will not have taught or performed normal service but may have professional and scholarly activity to show for merit evaluation for that period. In such cases, when faculty members are evaluated for merit for that year, under the categories of teaching and service they will receive either their prior year score or their last three-year average, whichever is higher. If faculty members are on leave for one semester of the year, then this policy will apply for that semester only and these points will be averaged with the points earned during the other semester(s) of work.

Activities for the current 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) will be considered for the area of teaching effectiveness; activities for the previous three academic years will be considered only for the areas of (a) research and scholarly activity, and (b) university, college, departmental, and community service. The same activity may not be listed more than once. The year(s) in which each activity occurred shall be identified along with the activity.

Faculty will submit a Faculty Merit Form to the department chair no later than two weeks after they are notified by e-mail that spring semester evaluations are in.

If the department chair decides to approve the faculty member's Faculty Merit Form, he or she shall send an affirmative response in writing (both hard copy and e-mail) to the faculty member no later than two weeks after Faculty Merit Forms are due.

If the department chair decides not to approve the faculty member's Faculty Merit Form (including but not limited to activities, activity point totals, and PDL point totals), the following process will commence:

1. The department chair will send a written and e-mailed response to the faculty member no later than three weeks after Faculty Merit forms are due. The department chair's response

will indicate his or her reason(s) for declining each item of disagreement in the faculty member's Faculty Merit Form.

2. The faculty member will send a written and e-mailed response of rebuttal no later than one week after receiving the department chair's e-mailed response. If the faculty member fails to respond to the department chair within the allotted time, the chair's decision shall stand.

If the faculty member responds to the department chair within the allotted time, both written documents (from the faculty member and the department chair) shall be forwarded by the department chair to the dean of the college who shall make the final determination no later than one week after receiving the two responses.

Appendix A.1 — Department of Business and Information Technology Faculty Performance/Merit Evaluation Criteria: OVERVIEW

The following Criteria shall be considered in the evaluation of faculty performance for salary (merit) adjustment purposes:

Teaching Contributions

- A. Teaching Load (Preps, Schedule,)
- B. Curriculum Program Development
- C. Student Support
- D. Course Design & Development
- E. Course Management
- F. Teaching Evaluations
- G. Peer & Chair Evaluation (if available)
- H. Other Teaching Activities, including commercialization

Scholarship Contributions

- A. Awards
- B. Publications (Book, Journal, etc)
- C. Certification/Licensure
- D. Advanced Study/Degrees Received
- E. Grants (Submissions, Awards)
- F. Professional Development (Third party, Self-Study)
- G. Software Development
- H. Other Scholarly/Intellectual Contributions & Activity, including commercialization

Service Contributions

- A. Institutional Service
- B. Public & Community

**Appendix A.2 — Department of Business and Information Technology
Faculty Performance/Merit Evaluation Criteria: TEACHING**

* A satisfactory teaching rating means you are attending and teaching your assigned classes (usually 24 credit hours per year, excused absences not withstanding), maintain proper records, keep office hours, conduct student evaluations..	Points	Comments	Points Claimed	Points Awarded
Commitment				
Course is new prep for faculty, or Substantially new content, or Substantially new software, or New delivery method, or Revised, updated	0-10	2 points for each course that has substantially changed or is a new prep for that person even if course is cancelled		
Course or program is new to University	0-10	2 points for each course that has never been taught at UA before.		
Internship visits, offsite programs, etc.	0-10	1 point for each course		
Web-enhanced course	0-10			
Unplanned overload, such as substitute teaching.	0-10	1 point for every 9 classroom contact hours.		
Participation in Learning Communities, and/or mentoring and supervising Teaching/Learning assistants	0-10	1 point for each course		
Coordinating and involvement in study sessions, lab proctoring, tutoring, etc.	0-10	1 point for every 9 additional contact hours scheduled.		
Other – e.g. particularly irregular or egregious teaching schedule	0-10			
COMMITMENT MAXIMUM	30			
Evidence of Teaching Effectiveness:				
Active participation in outcome based assessment and evaluations.	0-10			
Third party validation of student learning	0-10			
Other evidence of teaching effectiveness	0-15			
Chair/Peer Evaluation of Teaching Portfolios/Instructor Materials	0-5			
Course and Instructor Evaluations by Students	0-10			
Other teaching related activities, including commercialization	0-5			
Chair/Peer Evaluation of Teaching/Classroom Performance	0-3			
TEACHING EFFECTIVENESS MAXIMUM	30			
GRAND TOTAL	60			
Unsatisfactory 0-4 Satisfactory 5- 18 Meritorious 19 - 32 Outstanding 33 - 46 Extraordinary 47+				

**Appendix A.3 — Department of Business and Information Technology
Faculty Performance/Merit Evaluation Criteria: SCHOLARSHIP**

Scholarship activity will be within one's discipline or teaching. A satisfactory rating means that you are staying current in the practice, methods, and research in your field.						
	Scholarship	Criteria	Points		Points Claimed	Points Awarded
1	Awards	List details	1-5			
2	Book (author)	Published during review period. Excludes self-published materials.	10			
3	Book (review)		3			
4	Book Chapter (author)		3			
5	Book Chapter (review)		1			
6	Certification/Licensure	New	7			
		Renewal- if testing required	4			
7	Course Work (graded)	Non degree.	1 pt per credit hour Max of 6			
		Toward degree				
8	Degree Received	Additional Masters	5			
		Doctoral-related to subjects taught or administration	10			
9	Grants awarded (PI)	List details & dollar level(s)	1-7			
10	Grants Submitted/Researched	List details- 1 pt/submission plus extra pts for higher \$ amounts	1-5			
11	Journal Article	Published during review period.				
		Peer Reviewed	8			
		Non Peer Reviewed	4			
12	Journal editor	List details/hours	1-5			
13	Presentation(s)	National	4			
		State/Regional	3			
		Local	2			
14	Professional Development- Self-study	Self-study program(s) with certificate of completion	1-2			
15	Professional Development – Third Party Non Graded	List seminar, presentations, license/certification renewal courses attended. 1 pt/8 hrs of seat time	1-8			
16	Research Participation	List details	1-5			
17	Software Development	List details	1-7			
		Peer reviewed	8			
18	Other Scholarly Activity, including commercialization		1-2			
		<u>Level</u>	<u>Points</u>	<u>TOTAL</u>		
		Unsatisfactory	0-2			
		Satisfactory	3-4			
		Meritorious	5-6			
		Outstanding	7-8			
		Extraordinary	9-10			

Appendix A.4 — Department of Business and Information Technology

Faculty Performance/Merit Evaluation Criteria: SERVICE

INSTITUTIONAL SERVICE	Merit	Points Claimed	Points Awarded
* "Satisfactory" means that you are regularly attending department & college faculty meetings (illness & excused absences excepted), and meetings of assigned and elected committees such as RTP, etc. (illness & excused absences excepted).			
Service on any university, college, or departmental committees (excluding RTP).	Merit points for service on each committee (Range 1-10) <u>plus</u> extra merit points for each chairship of a university, college or department committee. Range 0-10 Maximum = 20		
Service in elected positions on university, college, and department committees.	Merit points for service to elected positions and committees of the university and college. Range 0-5 Maximum = 5		
Lead Faculty Duties	Range 0-5		
Participation in scheduled student activities	Merit points for advising student organization, activities, clubs etc. Range 0-10 Merit points for Participation in ad hoc committees, work force development projects or Tech/Prep initiative. Range 0-5 Merit Points for Participation in graduation ceremonies and/or Marshall at graduation. Range 0-5 Maximum= 20		
Participations in scheduled marketing activities, student recruitment and scholarship fundraising	Merit points for service above the minimum Range 0-5		
Leadership/participation in appropriate professional organizations	Merit points for providing leadership in professional organizations (e.g. holding office, serving on committees, sitting on a board, panel moderator duties, etc.) Range 0-10 Maximum= 10		
Liaison & outreach support	Tech Prep, K-12 Initiative, etc. Range 0-5 Maximum = 5		
Supervising program labs	Merit points for maintaining department labs (e.g. computer, hospitality, sales, etc.). Including but not limited to supervising, reporting problems, cleaning up, wiring, etc.) Range 0-10 Maximum=10		
Serving on the Executive Committee, Negotiating Team of AAUP	Range 0-15		
Other Institutional Service	Range 0-10		
	Total possible points for ALL Institutional Service = 45 points		
PUBLIC & COMMUNITY SERVICE			
Documented volunteer community service sharing one's professional expertise and/or community service outside of one's area of professional expertise	Merit points for each additional two hours of community service beyond 8 hours per year. Range 0-20 Range 0-5		
Other Public & Community Service	Range 0-5		
	Total possible points for ALL Community/Public Service= 25 points		
	Unsatisfactory = 0 -4 Satisfactory = 5 - 10 Meritorious = 11- 24 Outstanding = 25-39 Extraordinary = 40+ TOTAL POINTS		

**Appendix B — Department of Business and Information Technology
Translation of Performance Category Scores into Merit Scale Scores**

TEACHING:

Teaching Performance Score	Merit Score	Merit Classification
0 – 4	1	Unsatisfactory
5 – 18	2	Satisfactory
19 – 32	3	Meritorious
33 – 46	4	Outstanding
47+	5	Extraordinary

SCHOLARSHIP:

Scholarship Performance Score	Merit Score	Merit Classification
0-2	1	Unsatisfactory
3- 4	2	Satisfactory
5- 6	3	Meritorious
7- 8	4	Outstanding
9-10	5	Extraordinary

SERVICE:

Service Performance Score	Merit Score	Merit Classification
0 - 4	1	Unsatisfactory
5 – 10	2	Satisfactory
11 – 24	3	Meritorious
25 – 39	4	Outstanding
40+	5	Extraordinary

OVERALL MERIT SCORE:

Performance Category	Merit Score	Weight	Wtd Score
Teaching			
Scholarship			
Service			
Total Weighted Merit Score	X	X	