

Revised



Department of Civil Engineering

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MEMORANDUM

Date:

To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

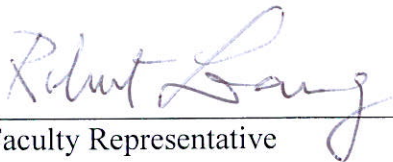
From: George K. Haritos
Dean, College of Engineering

Subject: Merit Salary Guidelines and Criteria

The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of Civil Engineering on December 7, 2006.

I have approved all attached guidelines and criteria.

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


Faculty Representative


12/07/06
Date


Department Chair

12/07/06
Date


Dean

12/08/06
Date


Senior Vice President, Provost and
Chief Operating Officer

12/12/06
Date

CALCULATIONS FOR MERIT RAISE

Merit Raise Committee
Department of Civil Engineering, University of Akron
Revised Nov 30, 2006

The merit raise score will be calculated by each faculty member who participates in the raise pool using the standard spreadsheet provided by the Merit Raise Committee, and reported to the departmental chair by the specified date. The score consists of three parts: research (45%), teaching (45%), and services (10%). The calculated result should be accurate to one decimal place. The overall score should be used as the parameter p_i in the equation in Subsection C, Section 8, Article 16, College Bargaining Agreement, effective 2005, where M is the maximum score in the department. The full scale is 5. The calculations are based on a **three year** rolling average. If the faculty member has been at the University of Akron less than three years, the calculation should be based on the actual number of years of employment. For junior faculty members who have been at the University of Akron for less than one year, it will be left to the department chair's discretion to increase the total score to 2 if the actual score is lower. Faculty not participating on a timely basis in "Common Good" activities, such as ABET-related activities or recruitment-related assignments, may be excluded from the merit raise pool.

Faculty on Professional Improvement Leave will be evaluated with department chair approval based on teaching and service activities during in-service time. Research activities will be evaluated during the entire three year time period including professional improvement leave time. Method of accounting for any other type of faculty leave will be left to chair discretion.

Amendment Policy.

Any changes in merit raise criteria or weight require faculty majority vote.

The calculation methods are listed below.

1. RESEARCH (45%)

1.1 Funding (25%)

This item is broken into two subcategories:

1.1.1 Ordinary Performance Category (17%)

The limits of this subcategory are determined based on the maximum level of funding achieved by a faculty member within the department, excluding OBR grants and other in-kind equipment donations, matching funds, start-up funds, and other internal grants. If the project has multiple PI or co-PIs, only the portion for the individual faculty member should be used for the calculation. Faculty members securing funding level less than 2% of the department maximum will receive a score of one. Faculty members securing funding level equal to or higher than 50%

of the department maximum will receive a score of 5.0; those securing 2% of the department maximum will receive a score of 2.0; and those in between will receive a score that can be calculated using the following formula,

$$y = 2.0 + 3.0 \cdot (x - 0.02 \cdot \max) / (0.48 \cdot \max)$$

where y = the final score, x = funding level, and \max = maximum funding level within the department. The yearly research funding of a project is calculated as the total funding of the project divided by its period of performance (the total number of months) multiplied by the number of months operated in the year under consideration. Additional funding for an existing project should be regarded as a new project. If a project period (12 months) starts and ends in two different academic years, it can be counted for either of them, but not both.

1.1.2 Exceptional Performance Category (8%)

Similar to the previous subcategory, the limits of this subcategory are determined based on the maximum level of funding achieved within the department. Faculty members securing a funding level of 50% of the department maximum will receive a score of one; those securing the maximum will receive a score of 5.0; and those in between will receive a score that can be calculated using the following formula,

$$y = 5.0 \cdot (x - 0.5 \cdot \max) / (0.5 \cdot \max)$$

where all parameters have been previously defined.

For junior faculty members who have been at the University of Akron for less than two years but longer than one year, it will be left to the department chair's discretion to increase the research score to 2 if the actual score is lower.

1.2 Refereed Publications (15%)

Among the 15%, 10% will be determined by a linear distribution between 0.5 refereed publications per year to 2 refereed publications per year. The score ranges linearly from 2 to 5, similar to the mechanism used in Section 1.1.1. The rest of 5% will be determined by a linear distribution between 2 and 5. The score ranges from 1 to 5, similar to the mechanism used in Section 1.1.2. Other publications (>5) will not be taken into account.

1.3 Other (5%)

Among the 5%, 3% will be determined by a linear distribution between 0.5 other activities per year to 2 other activities per year (conference presentations, proceedings, submitted proposals, etc.). The score ranges from 2 to 5, similar to the mechanism used in Section 1.1.1. The remaining 2% will be determined by a linear distribution between 2 and 5. The score ranges from 1 to 5, similar to the mechanism used in Section 1.1.2. Other activities (>5) will not be taken into account.

2. TEACHING (45%)

2.1 Quality evaluation (20%)

For undergraduate courses, the instructor's course average will be normalized with respect to the corresponding course level average. An instructor's course ratio of 1.1 or higher will receive a score of 5.0; an instructor's course ratio of 1.0 will receive a score of 3.5; and an instructor's course ratio of 0.6 will receive a score of 2. The score distributes linearly in between the three points; that is

$$\text{If } 0.6 \leq x \leq 1.0, y = 2.0 + 1.5 \cdot (x - 0.6) / (0.4)$$

$$\text{If } 1.0 \leq x \leq 1.1, y = 3.5 + 1.5 \cdot (x - 1.0) / (0.1)$$

where y = the final score and x = instructors' course ratio.

An instructor's course ratio less than 0.6 will receive a score of one.

2.2 Graduate advising (15%)

This item is broken down into the following:

Ph.D. thesis	10 points for each
M.S. thesis	4 points for each
M.S. report	2 points for each
Honors undergraduate	1 points for each

The departmental average will receive a score of 3.5; the maximum will receive a score of 5; and 30% of the average will receive a score of 2. The score distributes linearly in between the three points; that is

$$\text{If } 0 < x < 0.3 \cdot a, y = 1 + x / (0.3 \cdot a)$$

$$\text{If } 0.3 \cdot a \leq x \leq a, y = 2 + 1.5 \cdot (x - 0.3 \cdot a) / (0.7 \cdot a)$$

$$\text{If } x > a, y = 3.5 + 1.5 \cdot (x - a) / (m - a)$$

where y = the final score, x = the graduate advising points, a = departmental average, and m = departmental maximum.

2.3 Student credit hours (10%)

This item is broken down into the following

Undergraduate credit hours	x 1
Graduate credit hours	x 2
Graduate research hours (799 and 699)	x 1

The departmental average will receive a score of 3.5; the maximum will receive a score of 5; and a total credit hour point of 96 will receive 2. The score distributes linearly in between the three points; that is

$$\text{If } 0 < x < 96, y = 1 + x / 96$$

$$\text{If } 96 \leq x \leq a, y = 2 + 1.5 \cdot (x - 96) / (a - 96)$$

$$\text{If } x > a, y = 3.5 + 1.5 \cdot (x - a) / (m - a)$$

where y = the final score, x = the student credit hour points, a = departmental average, and m = departmental maximum.

If there is buy-out time and/or administrative release time approved by the chair or the dean, the student credit hour points should be calculated as

$$x = x_0 \frac{4}{N}$$

where x_0 = the actual credit hour points and N = the actual number of courses taught per year.

3. SERVICE (10%)

3.1 General Service (5%)

The general service includes service as members (1 point) or chairs (2 points) in departmental, college-wide, or university-wide committees. The score is calculated as

If $0 < x < 0.5$, $y = 1 + 2 \cdot x$

If $0.5 \leq x \leq 2$, $y = 2 + 2 \cdot (x - 0.5)$

If $x > 2$, $y = 5$.

where y = the final score and x = the general service points.

3.2 Special Service (5%)

The score of this section (1-5) will be assigned by the chair, based on the activities of the faculty member in national professional committees, editorial boards of academic journals, and other qualified activities. These opportunities should be open to all the faculty members. The assignment should be based on the quality and the time of the services, as well as the benefits to the department.

Note:

The final calculated score can be qualitatively adjusted in each category by the department chair so that the total increase in the overall score is no more than one (1) point.

Department of Civil Engineering
Merit Raise Evaluation Form

Name _____

ID# _____

Date _____

Scoring

Score	
\$\$ across the board	
Merit	
Total Merit Raise	

Teaching

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Scholarship

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Service

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Recommendations

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Note: As the faculty contract specifies, if you disagree with the above assessment, you are entitled to submit a written response to my attention within two weeks from the date of this evaluation. Your rebuttal shall be attached to this evaluation and forwarded to the College Dean for his resolution.

Signatures

Employee Date

Department Chair Date

Dean Date