



The University of Akron  
Buchtel College of Arts and Sciences

Date: November 19, 2020

TO: John Wiencek  
Executive VP & Provost

FROM: Joe Uργο  
Acting Dean, Buchtel College of Arts & Sciences

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SUBJECT: Merit Guidelines

The attached guidelines have been approved by the faculty of the School of Communication on November 12, 2020.

I have approved all attached guidelines and criteria.

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

*Heather L. Walter*

Department Chair

11/19/2020

Date

*Joseph Uργο*

Dean Buchtel College of Arts & Sciences

11/19/2020

Date

*John M. Smith*

11/19/2020

Date

Name, Title & School Year: \_\_\_\_\_

## **<sup>1</sup>School of Communication Merit Evaluation Ratings Guidelines**

What follows are considerations for ratings that the Merit Committee will use to evaluate their colleagues' accomplishments. Faculty members will provide evidence and narrative to support their self-scoring on the merit worksheet.

For each score-level, minimum accomplishment are noted (for example, minimum evaluation averages in teaching). If minimum criteria are met, then the merit committee should look to this list for **EXAMPLES** of accomplishments that would warrant scoring a faculty member within each level.

### **Teaching**

#### **1=Unsatisfactory**

- **instructor evaluation lower than 2 with 1=low & 5=high**
- excessive unexcused absences from teaching classes
- does not hold or excessively cancels office hours

#### **2=Satisfactory**

- **minimum requirement - instructor evaluation no lower than 2 with 1=low & 5=high**
- **minimum requirement - holds regular office hours**

#### **3=Meritorious**

- **minimum requirement instructor evaluation no lower than 3 with 1=low & 5=high**
- participation in workshops and training
- attends Quality Matters lectures
- attends DDS workshops/works closely with DDS personnel
- innovative use of learning management system or other instructional technologies
- reader for completed honors project
- sponsor of completed honors project
- thesis committee member
- engages in new course preparations
- teaches multiple course preparations per semester

#### **4=Outstanding**

- **minimum requirement instructor evaluation no lower than 3 with 1=low & 5=high**
- a combination of previously listed accomplishments that represents outstanding achievement
- innovative use of learning management system or other instructional technologies
- attends additional workshops and training
- holds workshop or training
- attends DDS workshops/works closely with DDS personnel
- reader of 2 or more completed honors projects
- sponsor of 2 or more completed honors projects
- thesis advisor
- engages in new course preparations
- teaches multiple course preparations per semester
- goes above and beyond what is normative across faculty in number of hours outside classroom assisting students

#### **5=Extraordinary**

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<sup>1</sup> These guidelines were voted and approved by the School of Communication faculty (11 approved, 1 opposed) in November 2020.

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- **minimum requirement instructor evaluation no lower than 4 with 1=low & 5=high**
- a combination of previously listed accomplishments that represents extraordinary achievement
- innovative use of learning management system or other instructional technologies
- development of new class offering or content platform
- earns Quality Matters certificate
- develops new certificate for school
- engages in new course preparations
- teaches multiple course preparations per semester
- goes above and beyond what is normative across faculty in number of hours outside classroom assisting students
- thesis committee member on multiple theses
- thesis advisor
- awards
- grants
- national or international recognition

### **Research/Scholarly/Creative Activity**

1=Unsatisfactory

- **no in-progress or completed work**

2=Satisfactory

- **minimum requirement - substantive works in progress**
- maintaining graduate faculty status
- conference attendance
- conference papers presented at area conferences
- conference panel presentations at regional conferences
- conference respondent at regional conferences

3=Meritorious

- **minimum requirement – some presentation or publication of research, scholarship or creative activity**
- multiple substantive works in progress
- maintaining graduate faculty status
- conference papers and panels
- book chapter(s) (invited)

4=Outstanding

- **minimum requirement – some presentation or publication of research, scholarship or creative activity**
- a combination of previously listed accomplishments that represents outstanding achievement
- multiple substantive works in progress
- maintaining graduate faculty status
- book chapter(s) (competitively submitted, accepted and published)
- book(s) edited
- conference papers and panels at regional, national and international conferences
- awards/honors specific to local and regional areas
- grant award(s)
- local, state or regional research award(s)
- trade/professional publication(s)

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- published journal article (refereed)

**5=Extraordinary**

- **minimum requirement – some presentation or publication of research, scholarship or creative activity**
- a combination of previously listed accomplishments that represents extraordinary achievement
- multiple substantive works in progress
- maintaining graduate faculty status
- multiple conference papers at area, regional, national and international conferences
- multiple published journal articles (refereed)
- book (single or co-authored)
- competitive grant \$10,000 or more
- top tier journal article(s) (national, international, multiple publications, rigor of journal)
- production/creative work with national and/or international recognition
- professional recognition in the form of national and/or international award(s)
- multiple publications in top-ranked journal(s)

**Service Activity**

**1=Unsatisfactory**

- does not serve at any level (school, college, university, unit or professional)
- does not actively participate on listed committees

**2=Satisfactory**

- **minimum requirement - serves on at least one school committee**

**3=Meritorious**

- **minimum requirement - serves on at least two school committees, or one school committees and a college, university or professional committee**
- serves on three school committees, or two school committees and a college, university or professional committee
- chairs a school/unit committee
- advises a student group
- advises honor students
- advises multiple graduate and/or undergraduate students
- attends community events that help to promote school

**4=Outstanding**

- **minimum requirement - serves on at least two school committees, or one school committees and a college, university or professional committee**
- a combination of previously listed accomplishments that represents outstanding achievement
- serves on multiple committees or roles listed under meritorious
- serves on university council committee
- serves on faculty senate committee
- serves on Akron-AAUP committee
- serves on editorial board
- elected to faculty senate and other college/university committees
- participates in community events in leadership role
- professional speaking to outside audiences
- corporate training/research
- professional communication service provided to community
- goes above and beyond what is normative across faculty in terms of advising

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- thesis advisor

5=Extraordinary

- **minimum requirement - serves on at least two school committees, or one school committees and a college, university or professional committee**
- a combination of previously listed accomplishments that represents extraordinary achievement
- chairs committees at college, university level, or area community, professional organization
- serves on the executive committee of university council, faculty senate or the Akron-AAUP
- holds office in professional organization
- receives service awards

### Administration

1=Unsatisfactory

- does not fulfill responsibilities outlined in letter of appointment/reappointment/promotion

2=Satisfactory

- **minimum requirement- successfully fulfills responsibilities outlined in letter of appointment/reappointment/promotion**

3=Meritorious

- **minimum requirement- successfully fulfills responsibilities outlined in letter of appointment/reappointment/promotion**
- attends training, workshops, conferences, ceremonies
- innovates within administrative role
- works with school areas to coordinate academic success for faculty & students
- assists faculty to achieve school goals

4=Outstanding

- **minimum requirement- successfully fulfills responsibilities outlined in letter of appointment/reappointment/promotion**
- a combination of previously listed accomplishments that represents outstanding achievement
- innovates within administrative role at an outstanding level
- goes above and beyond what is normative across faculty in terms of number of hours spent assisting, guiding, and/or preparing students and/or faculty
- designs and/or conducts training workshops, conferences, ceremonies, events

5=Extraordinary

- **minimum requirement- successfully fulfills responsibilities outlined in letter of appointment/reappointment/promotion**
- a combination of previously listed accomplishments that represents extraordinary achievement
- achieves recognition for administrative duty
- designs curriculum in their administrative role
- innovates within administrative role at an extraordinary level
- achieves local, regional, national and/or international award or recognition for administrative duty
- grant awards
- evidence of other exceptional activity

Name, Title & School Year: \_\_\_\_\_

## School of Communication Merit Evaluation Worksheet

### Merit Categories:

1. Teaching, 2. Research/Scholarly/Creative Activities, 3. Service

**Weighting:** Please enter the weight for each category that describes your workload and performance for the current year. Weights must add to 100%.

1. Teaching = 40 – 80% (up to 100% for NTT) \_\_\_\_\_
2. R/S/C = 10 – 50% \_\_\_\_\_
3. Service = 10 – 40% \_\_\_\_\_

### NOTE:

*Non-Tenure Track: When evaluating non-tenure track faculty members, the weights of any of the three areas are made in accordance with the NTT faculty member's letter of appointment (LOA), with the understanding that NTT can choose to be evaluated for service or research they have completed outside their LOA per the CBA. NTT faculty must attach their LOA to this document.*

### Ratings:

- 1=Unsatisfactory (does not achieve baseline expectations)
- 2=Satisfactory (acceptable achievements)
- 3=Meritorious (praiseworthy achievements)
- 4=Outstanding (exceptionally good achievements)
- 5=Extraordinary (very unusual or remarkable achievements)

**Worksheet Information:** The following worksheet allows faculty to present their annual accomplishments. Faculty should assign themselves a rating based on those accomplishments, and then provide evidence and a rationale that describes the impact of their work and justifies their rating as needed, based on the definitions provided in the merit evaluations ratings guidelines. The merit committee will utilize those guidelines to evaluate this document. Faculty members will check and fill in each item that applies to them during the current year. Faculty may put descriptions or citations directly beneath each item.

The merit committee will review each section of the worksheet. Items that represent a more significant accomplishment (for example outstanding teaching evaluations, top tier journal publication, EC of faculty senate, book publication) and items where the narrative and evidence demonstrates an extraordinary effort or contribution will be weighted similarly in determining merit score.

**Unsatisfactory:** An Unsatisfactory score will result from not fulfilling teaching responsibilities, excessive absences, not contributing to research, creative activity, scholarship, service or administration at an adequate level based on the percentages assigned or the letter of appointment (if an NTT) as noted in the considerations sheet.

Name, Title & School Year: \_\_\_\_\_

**Teaching**      **Self-Assigned Rating** \_\_\_\_/5

**Teaching Evaluations** (take the average of all course scores and check relevant box):

*Attach complete teaching evaluation quantitative and qualitative reports to the merit document.*

- ☐ **Unsatisfactory < 2.0**
- ☐ **Satisfactory 2.0 +**
- ☐ **Meritorious 3.0 +**
- ☐ **Outstanding 3.0 +**
- ☐ **Extraordinary 4.0 +**

*\*Note: The above represent suggested minimum scores for the committee to consider. The ultimate merit score will be a combination of the evaluation scores and other teaching activities as indicated below.*

*\*\*Note: faculty who teach courses with general education teaching evaluations or any teaching evaluation form that differs from the School of Communication standard evaluation should average the scores only on questions related to their teaching and provide that average rather than their total average on the teaching evaluation. They must include a complete copy of the evaluation along with this worksheet.*

**Teaching Activities:**

*Evidence should be provided within the checklist and/or narrative statement.*

- ☐ Integrated service learning in \_\_\_\_\_ courses during this school year:
- ☐ Attended Quality Matters training.
- ☐ Attended \_\_\_\_\_ sessions of learning management system training.
- ☐ Innovated with respect to learning management system use in courses.
- ☐ Served as sponsor for \_\_\_\_\_ honors projects completed this year.
- ☐ Served as reader for \_\_\_\_\_ honors projects completed this year.
- ☐ Served as an advisor for \_\_\_\_\_ independent studies this year.
- ☐ Served as thesis advisor for \_\_\_\_\_ theses completed this year.
- ☐ Assisted students significantly outside of classroom and office hours.
- ☐ Developed new program, or completed significant curriculum proposal:
- ☐ Developed \_\_\_\_\_ new course offerings or content platforms:
- ☐ Attended professional development workshops or conference sessions including:
- ☐ Developed/taught professional development workshops or conference sessions including:
- ☐ Received teaching award(s):
- ☐ Received grant(s):
- ☐ Received national or international teaching recognition:
- ☐ Other Items:

**Teaching Narrative:**

**Research/Scholarship/Creative Activity**      **Self-Assigned Rating** \_\_\_\_/5

*Evidence should be provided within the checklist and/or narrative statement.*

*Please ensure that attached CV is up-to-date, making it easy for merit committee to locate the following items:*

Name, Title & School Year: \_\_\_\_\_

- ☐ Maintained graduate faculty status for the school year.
- ☐ Presented \_\_\_\_\_ conference papers at area and regional conferences.
- ☐ Presented \_\_\_\_\_ panels at area and regional conferences.
- ☐ Presented \_\_\_\_\_ conference papers at national/international conferences.
- ☐ Presented \_\_\_\_\_ panels at national/international conferences.
- ☐ Published \_\_\_\_\_ peer-reviewed journal articles.
- ☐ Published \_\_\_\_\_ peer-reviewed journal articles in top-tier journals.
- ☐ Published \_\_\_\_\_ articles in trade/professional publications.
- ☐ Published \_\_\_\_\_ single, co-authored book(s), or edited books.
- ☐ Published \_\_\_\_\_ book chapters.
- ☐ Published \_\_\_\_\_ entries in an encyclopedia.
- ☐ Created a database of scholarly and/or creative works.
- ☐ Received \_\_\_\_\_ regional/local research specific awards or honors.
- ☐ Received \_\_\_\_\_ national/international research specific awards or honors.
- ☐ Awarded \_\_\_\_\_ grants under \$10,000.
- ☐ Awarded \_\_\_\_\_ grants competitive grants over \$10,000.
- ☐ Engaged in \_\_\_\_\_ significant creative/professional activities.
- ☐ Received \_\_\_\_\_ awards for creative/professional activities.
- ☐ Other Items:

**Research/Scholarship/Creative Activity Narrative:**

**Service**      **Self-Assigned Rating** \_\_\_\_/5

*Evidence should be provided within the checklist and/or narrative statement.*

***Please ensure that attached CV is up-to-date, making it easy for merit committee to locate the following items:***

- ☐ Served on \_\_\_\_\_ school/unit committees, chaired \_\_\_\_\_ school/unit committees.
- ☐ Served on \_\_\_\_\_ college-level committees, chaired \_\_\_\_\_ college-level committees.
- ☐ Served on \_\_\_\_\_ university-level committees, chaired \_\_\_\_\_ university-level committees.
- ☐ Served on \_\_\_\_\_ Akron-AAUP committees, chaired \_\_\_\_\_ Akron-AAUP committees.
- ☐ Served on \_\_\_\_\_ Akron-AAUP EC in \_\_\_\_\_ office.
- ☐ Served on faculty senate.
- ☐ Served on \_\_\_\_\_ faculty senate committees, chaired \_\_\_\_\_ faculty senate committees.
- ☐ Served on \_\_\_\_\_ faculty senate EC in \_\_\_\_\_ office.
- ☐ Served on \_\_\_\_\_ university council committees, chaired \_\_\_\_\_ university council committees.
- ☐ Served on \_\_\_\_\_ university council EC in \_\_\_\_\_ office.
- ☐ Served as thesis advisor for \_\_\_\_\_ theses completed this year.
- ☐ Provided significant advising for students of appx. \_\_\_\_\_ hours per week.
- ☐ Advised \_\_\_\_\_ student organizations, including:
- ☐ Helped to promote the school at on-campus or off-campus events.
- ☐ Held office in \_\_\_\_\_ professional organizations.
- ☐ Served as conference respondent at \_\_\_\_\_ regional conference sessions.
- ☐ Served as conference respondent at \_\_\_\_\_ national/international conference sessions.
- ☐ Participated in community events in leadership role.
- ☐ Provided professional communication service to the community.
- ☐ Provided corporate training/research.



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- ☐ Engaged in professional speaking to outside audiences.
- ☐ Served as a peer reviewer for \_\_\_\_\_ journal articles, \_\_\_\_\_ books, or \_\_\_\_\_ book chapters.
- ☐ Served on editorial board(s):
- ☐ Other Items:

**Service Narrative:**

**Administration      Self-Assigned Rating \_\_\_\_/5**

*Please note that on the current merit system, administration will be counted as part of service. In administration, the merit committee will rely heavily on an attached narrative statement to support your indications below. Evidence should be provided within the checklist and/or narrative statement.*

- ☐ Fulfilled responsibilities outlined in letter of appointment (if not, please attach explanation).
- ☐ Went above and beyond responsibilities outlined in LOA (attach narrative).
- ☐ Received local/regional award or recognition for administration.
- ☐ Other Items:

**Administration Narrative:**