



Office of the Dean

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DATE:

TO: W. Michael Sherman
Senior Vice President, Provost and Chief Operating Officer

FROM: Chand Midha
Executive Dean

SUBJECT: Merit Policy of the Department of Computer Science

The attached Merit Policy has been approved by the faculty of the Department of Computer Science on October 16, 2012.

I have approved the attached Merit Policy.

If you concur, we ask that you also approve the Merit Policy.

Zhong-Hui Duan, [Signature]
Faculty Representative

4/16/2014
Date

[Signature]
Executive Dean, Buchtel College of Arts and Sciences

4/17/2014
Date

Mike Sherman
Senior Vice President, Provost and Chief Operating Officer

4.29.2014
Date

Merit Policy for the Department of Computer Science

1. Merit evaluations will be based on performance in the areas of research, teaching and service. The rolling average of the three prior academic years' total performance points (when available) will be used to calculate a final score for each area.

2. For tenured and non-tenured faculty, the merit weighting presented in the bargaining unit contract will be determined by the faculty member and approved by the chair prior to the second Friday of the Fall Semester. In order to encourage all faculty members to maintain a balance between both teaching and research, the following minimum and maximum weight restrictions apply:

Component	Minimum %	Maximum %
Service	10	20
Teaching	40	50
Research	40	50

The default weighting, if the faculty member chooses not to meet with the Chair, is 40% teaching, 40% research, and 20% service. There is no implication that a faculty member's merit weightings will in any way reflect their teaching load.

Within each category, points will be assigned in such a way that the final score within that category is a number between 1 and 5 to one decimal point (e.g., 3.4 or 3.5). Then the point value for each category will be multiplied by the appropriate weight (e.g., for 60% multiply points by 0.6), the three resulting numbers will be added, and the final number will be rounded to the nearest one/tenth point (e.g., 3.85 becomes 3.9, and 3.84 becomes 3.8). This final number is the faculty member's final merit score for that year, and will be substituted into the merit formula provided in the contract.

College Lecturers have the sole responsibility of teaching, and so that weight for them is 100%.

Instructors have responsibilities in teaching, research, and service and their weights must reflect their level of activity in each of those areas. Weightings for instructors will be determined by the chair at the time of appointment. These weightings will be put in writing.

3. Tenure-track faculty shall not receive a rating of less than satisfactory in the area of service during the probationary period when their priorities are teaching and establishing a record of research.

4. In semesters when a faculty member is on professional leave, these semesters will be held out when calculating the average total performance points in the areas of teaching and service. For medical or family leave, research will also be excluded. In semesters when a faculty uses credits allocated for graduate student supervision for a course load reduction, teaching points for the exempted course will be calculated as the larger of the average course evaluations over the last three years or a 2.0. The same applies for other course load reductions taken from the normal teaching load.

5. A Merit Evaluation Committee consisting of four bargaining unit faculty shall be formed. The term for each member shall be two years. The first year, two will be elected for a one year term; two will be elected for a two year term. A faculty member may not serve two consecutive terms. The purpose of this committee is to assess baseline satisfactory performance and evaluate faculty requests regarding additional points for exceptional activities or other activities not explicitly listed in the merit point tables. The committee shall make written recommendations to the chair concerning their assessments and evaluations of the faculty requests.

6. The department chair has the discretion to verify items reported by faculty, with the understanding that this is done within the guidelines of typical practices in the discipline.

7. The department chair has the discretion to adjust the overall point totals in each of the categories by up to 10%, for considerations of quality. A rationale for any adjustments must be communicated in writing to the affected faculty.

8. The department chair shall prepare and disseminate a report listing the points awarded to requests for special consideration made by the merit committee as outlined in paragraph 5. This report shall not include any faculty names.

9. The department chair shall prepare individual faculty reports summarizing the individual's performance and raise amount within the context of anonymous departmental data. This will include the distribution of raises and point values for each category and overall.

10. Each faculty member is expected to maintain a level of research to remain current in their area of computer science. In order to receive a satisfactory or higher rating in research, there must be evidence of ongoing scholarly activity, as assessed by the Merit Committee. Such activity may be indicated by maintaining Graduate Faculty status, professional accreditation, or some equivalent activity. In the area of teaching, a satisfactory or better rating will only be awarded if the faculty member regularly meets scheduled classes, holds office hours, and publishes syllabi setting course standards. Similarly, in the area of service, regular attendance at mandatory faculty meetings is a prerequisite for a rating of satisfactory or above.

11. In addition to the prerequisites outlined in section 10:

The minimum point values for a level of Satisfactory in each area are as follows:

Research	3
Teaching	10
Service	6

The minimum point values for a level of Meritorious in each area are as follows:

Research	6
Teaching	14
Service	10

The minimum point values for a level of Outstanding in each area are as follows:

Research	10
Teaching	18
Service	15

The minimum point values for a level of Extraordinary in each area are as follows:

Research	14
Teaching	23
Service	20

12. The following tables detail performance point values for activities in each area.

RESEARCH/SCHOLARSHIP

Publications	
Refereed journal publication with page numbers or URL for online publications	12
Research based book chapter with page numbers	12
Refereed conference paper in conference proceedings	5
Trade magazine article	5
Refereed Abstract or Poster presentation at conference	3
Non-refereed invited paper	3
Original submission of journal paper	1
Published book review	1
External research grants	
First year	10
Second and subsequent years	5
Original submission of grant	2
Other grants	
Equipment grant	3
Software grant or license	3
Travel grant	3
Faculty research grant	3
Other activities	
Attendance at conference/symposium/workshop when not accompanied by paper or presentation (regardless of how many attended)	0.5
External presentation (independent of publication)	2
External recognition of excellent research	5
Internal recognition of excellent research	3
Departmental colloquium presentation or technical report (independent of submission for publication)	1 each up to 4
Other scholarship activity (reviewed by Merit Committee and Department Chair)	varies

TEACHING

Student evaluations	
IDEA Overall Rating (Item D 2006 form) or a rating format approved by the department faculty and the chair	0-5 per course
Other teaching activities	
External recognition of excellent teaching (awards, fellowship, etc)	4
Internal recognition of excellent teaching (awards, etc)	2
Course coordination	1
New preparation for existing course (or one not taught in past 4 semesters)	0.5
Design of new course	4
Course with 30 or more students (15 day list)	0.5
Direction of completed Honors project, MS project, thesis or dissertation	1
Activities used to improve teaching (ITL, technology, course web pages, online course materials, etc)	0.5 each up to 3
Published textbook	12
Subsequent editions	6
Other teaching activity (to be reviewed by Merit Committee and Department Chair)	varies

SERVICE*

University, college, and departmental service	
Chair or secretary of university/college committee	10
Coordination of annual departmental activities (such as TA training, CS Day, Fall Welcome Back Event)	10
Chair or secretary of departmental committee	6
Faculty advisor of a student organization	6
Service on university/college committee	4
Comprehensive exam preparation and grading	4
Participating in commencement activities	4
Recognition or award for service to the university	4
Reader for project, thesis, or dissertation	2
Participation in university sponsored community events or recruitment activities	2
Service on departmental committee	1
External professional service	
Professional committee or conference program officer	10
Editor/Associate Editor for professional journal	10
External recognition of service to the profession	6
Professional committee member	6
Invited talks (not research oriented)	4
Review of degree program or candidate for tenure or promotion	3
Session chair for workshop or conference	2
Reviewer journal article, grant proposal, textbook	2 each
Reviewer for conference papers	1 each
Membership in appropriate professional organization	1
Other service activity (reviewed by Merit Committee and Department Chair)	varies

* Service activities may take many forms. The above list is not intended to be all-inclusive, but is representative of typical service duties. In considering other activities, points should be awarded in accordance with the level of effort of the faculty member.