



School of Counseling
College of Health Professions

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TO: Dr. Rex D. Ramsier, Executive Vice President
and Chief Administrative Officer

FROM: Dr. Elizabeth A. Kennedy, Interim Dean, College of Health Professions

RE: Bargaining unit faculty merit guideline revisions

DATE: January 14, 2019

The attached bargaining unit faculty merit guidelines were revised and approved by the School of Counseling faculty and administration, and the College Dean's office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Counseling bargaining unit faculty.

Merit Guidelines Revision Committee Chair

1/14/2019

Date

Interim Director

1/14/2019

Date

Interim Dean

1/16/19

Date

Executive Vice President and Chief Administrative Officer

1-17-19

Date



College of Health Professions

School of Counseling

**Merit Guidelines for Tenure Track and Non-Tenure Track
Bargaining Unit Faculty**

Approved by School Faculty on January 14, 2019

School of Counseling
Merit Evaluation Procedure and Performance Guidelines

Procedures for Determination of Merit

1. The Merit categories for the School are: Research/Scholarly Activity, Teaching and Service.

- a. The minimum weights for merit categories for each **tenure track and tenured bargaining unit faculty** members (includes all Associate Professors and Professors with tenure) are:

Research/Scholarly Activity (25%), Teaching (25%), Service (25%). Tenured faculty members may choose to distribute the remaining 25% weighting into either the Teaching or Research/Scholarly Activity category.

Because each tenured faculty member in the school may have different responsibilities from year to year, each faculty member may elect to choose a weighting scale for each category to accurately reflect his/her work. This alternative weighting shall be decided in consultation with the School Director at the start of each review period. Faculty can petition the School Director for changes to these weights during the year if they provide the School Director a strong rationale for the change. If a faculty member chooses not to identify a proportion for the remaining 25% weighting per merit category, he/she must use the default weightings required for tenure track probationary/non-tenured faculty in 'b' below.

- b. Required weights for merit categories for each **tenure track bargaining unit probationary/non-tenured faculty** member (includes all Assistant Professors and Associate Professors hired or promoted without tenure) are:

Research/Scholarly Activity (40%), Teaching (40%), Service (20%)

- c. Required weights for merit categories for each **non-tenure track bargaining unit faculty** member (includes all non-tenure track Assistant Professors, Associate Professors and Professors of Instruction) are:

100% teaching effectiveness based on the criteria below (0% professional service and 0% scholarly activity).

In addition to teaching accomplishments, required for submission as part of merit self-assessment applications, any non-tenure track faculty may also submit

evidence of service and/or scholarly activity in their merit self-assessment reports even if such activities are not assigned in the most recent letter of appointment. If a non-tenure track faculty submits service and/or scholarly activity accomplishments for consideration during a merit application, those accomplishments shall be subject to director discretionary points (at the School Director's discretion) awarded in a particular/applicable category not captured in the standard school merit criteria.

Any service and/or scholarly activities **required** for non-tenure track faculty members shall be outlined in the letter of appointment and the weight for merit consideration will be determined by said letter.

2. Merit rankings for each School faculty member in each category = 1 (unsatisfactory), 2 (satisfactory), 3 (meritorious), 4 (outstanding), 5 (extraordinary). Merit rankings in each of the three categories above will be calculated and determined by the School Director using the standardized formula as outlined in the UA/Akron-AAUP Collective Bargaining Agreement (CBA).
3. In order to be evaluated using the merit procedures outlined above, each faculty member must submit to the School Director his/her merit pay calculation worksheet by the due date.
4. Any faculty member who receives an average merit ranking of less than satisfactory after all three merit rankings (i.e., in the three merit categories) shall be disqualified from participation in the merit pool.
5. This document also recognizes that there are some extenuating circumstances where a faculty member could petition to the School Director under the "Other" section in each category. Examples may include:
 - The school might limit the service or teaching obligations of new faculty to assist them in building a research track and preparing for classes they may not have taught before.
 - A faculty member may get reduced teaching load in order to work on a grant or get administrative load from the School Director.
 - A faculty member may be off-campus for leave/sabbatical so he/she might not teach classes or serve on committees.
 - A faculty member may be on leave due to illness.
6. For each merit period, each faculty member will provide the School Director supporting documentation of each merit activity. Supporting documentation will include a list of all relevant activities and calculations.
7. The merit pool will follow contractual guidelines. Accumulated merit activities (and the merit pay calculation worksheet) will follow annual year cycles including accomplishments during Summer, Fall, and Spring semesters of the year being

evaluated. Each merit 'period' will include more than one calendar year, and points will be averaged across calendar years as described below:

The merit evaluation period will include a three-year rolling average of merit evaluation ratings. Therefore, each faculty member should sum all points in each of the three merit categories for the three-year period and then obtain the average merit point totals for research/scholarly activity, teaching, and service (as applicable in each category). These averages will then be used to determine each faculty member's merit rankings.

The **first** merit evaluation period after a faculty member's initial hire will include all merit-related activities and calculations for that one-year term.

The **second** merit evaluation period after a faculty member's initial hire will include all merit-related activities and calculations for the first two years.

The **third and subsequent** merit evaluation periods after a faculty member's initial hire will include all merit-related activities and calculations for the most recent three years.

Each faculty member should submit a merit document, regardless of whether they have reached the three-year term.

8. A faculty member's overall merit score for the current review period will be determined by multiplying his/her Merit Scale Evaluation Score in each performance category by the School's category weights. All point totals will be rounded to the nearest tenth.
9. After each merit evaluation process has been completed, the School Director will provide each faculty member with the faculty member's own total score and ranking in each of the three merit categories.
10. Future amendments to an approved merit document will be by a simple majority vote of the entire bargaining unit faculty of the School. Amendments need to be approved by the School Director, Dean, and Provost.
11. A faculty member's salary adjustment will be computed according to the formula specified in the most recent version of the CBA.

School of Counseling Faculty Performance/Merit Evaluation Criteria

The following form will be used to evaluate research/scholarly activity performance:

Intellectual/Research Contribution Categories	Points	Total
Publications – Peer reviewed in Print		
Each article published in a national or international journal	3	
Each article in a regional or state journal	2	
Each book chapter	2.5	
Each book	4	
Each edited book	3	
Each book review published in a journal	1	
Each conference proceeding	1	
Refereed Conference Presentations:		
Each presentation, poster, symposium presented at a national or international conference	2	
Each presentation at a regional or state conference	1	
Each local presentation (does not need to be peer reviewed)	.5	
Grants		
Each grant awarded	1-3	
Grants submitted	1	
Research		
Research Teams	.5	
Other: (Faculty to petition the School Director) Examples include Awards related to research, non peer-reviewed articles, and other professional writing/publications. Also, the School Director may consider articles in press if the faculty does not meet the satisfactory criteria, or the article has been in press for more than two years. Articles in press included in one review period will not be included in future periods.	0-3	
Total	n/a	

School of Counseling
Faculty Performance/Merit Evaluation Criteria

The following form will be used to evaluate teaching contributions and accomplishments:

Activities	Points	Total
Courses Taught: Student evaluation Rating Between 4.6 to 5 = 4 Between 4.1 to 4.5 = 3 Between 3.6 to 4 = 2 Between 3.1 to 3.5 = 1 Between 0 to 3 = 0	0-4	
Overall Teaching Ratings Formula: Rating + (# of Credit Hours x Rating) = Total Score		
Extraordinary.....68-100 = 4 Outstanding.....48-67 = 3 Meritorious.....32-47 = 2 Satisfactory.....24-31 = 1 Unsatisfactory.....Below 23 = 0		
New Course Preparation		
Preparation of new course in the School	.5	
New Course – syllabus already developed	.25	
Obtaining or Renewing a Certification or License:	.5	
Teaching Grant Awarded (ex: Friends of the Library grant)	.25	
Engagement in teaching independent studies	.25	
Student Mentoring	.25	
Note: Evidence of student mentoring in this category must include listing the TA on the course syllabus, listing specific TA duties on the official TA job description submitted to the School Director each academic year, or a letter from the instructor to the TA acknowledging his/her teaching service in one's class and the faculty member's mentoring in that regard.		

Other (Faculty to petition the School Director) Examples of teaching activities in this category include, but are not limited to, university-level or national teaching awards, teaching, training, library grants, effective advising (prompt and accurate response to student questions/requests/concerns, willingness to meet with students, holding regular office hours), serving as an instructor of independent study without receiving any course release, stipend, or other types of compensation, additional certifications related to teaching, instruction, or curriculum development.	0-3	
Total	n/a	

<p style="text-align: center;">School of Counseling Faculty Performance/Merit Evaluation Criteria</p>

The following form will be used to evaluate service contributions and accomplishments:

Activities	Points	Total
Internal University Committees:		
Each School/Department	1	
Each College	1	
Each University	1	
Each Committee Chair Role	1	
Program Coordinating Activities:	4	
Practicum/Internship Coordinating Activities:	2	
Editorial Board Service		
Ad Hoc Reviews	1	
Editorial Board Member	2	
Associate Editor	2.5	
Editor	3	
Student Organization Advisor	2	
External to University Professional Activity		
President of National/International/State Organization	3	
Chair National/International Committee, Task Force, or Interest Group	2	
Chair State Committee or Board	2	
National/International Committee, Task Force, or Interest Group Member	1	
State Committee or Board Member	1	
Local Committee or Board Member	1	
Accreditation Activities	3	
Other – faculty may petition the School Director to receive additional points: Service or leadership awards, program leadership roles, summer service not related to teaching in which faculty engage without receiving any course release, stipend, or other types of compensation, heading accreditation efforts, and community service or outreach efforts.	0-4	
Total	n/a	

School of Counseling Translation of Performance Category Scores into Merit Scale Scores
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RESEARCH:

Research Performance Score	Merit Score	Merit Classification
< 2.5	1	Unsatisfactory
2.5-4.9	2	Satisfactory
5-7.5	3	Meritorious
7.6-10	4	Outstanding
> 10	5	Extraordinary

TEACHING:

Teaching Performance Score	Merit Score	Merit Classification
<1	1	Unsatisfactory
1-1.9	2	Satisfactory
2-2.9	3	Meritorious
3-3.9	4	Outstanding
4 and above	5	Extraordinary

SERVICE:

Service Performance Score	Merit Score	Merit Classification
Below 10	1	Unsatisfactory
10-11.9	2	Satisfactory
12-13.9	3	Meritorious
14-16.9	4	Outstanding
17 and above	5	Extraordinary

OVERALL MERIT SCORE (TENURED/TENURE TRACK FACULTY):

Performance Category	Merit Score	Weight	Wtd Score
Teaching			
Research			
Service			
Total Weighted Merit Score			

OVERALL MERIT SCORE (NON-TENURE TRACK FACULTY):

Performance Category	Merit Score	Weight	Wtd Score
Teaching			
Research*	N/A	N/A	N/A
Service*	N/A	N/A	N/A
Total Weighted Merit Score			

*The inclusion of these categories depends on a non-tenure tracked faculty member's letter of appointment.

AGGREGATE OVERALL SCORE TABLE PAST THREE YEARS:

Total Weighted Merit Score Year One	Total Weighted Merit Score Year Two	Total Weighted Merit Score Year Three	Three-Year Average Weighted Merit Score**

** This score will constitute the “aggregate overall score” as defined in the CBA Section 8.B.C, and will substitute for “ p_i ” in the merit raise formula as defined by the CBA.