

February 26, 2006

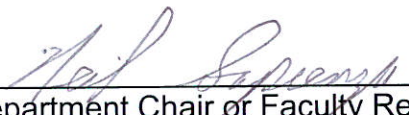
MEMORANDUM

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: James M. Lynn, Interim Dean
College of Fine and Applied Arts

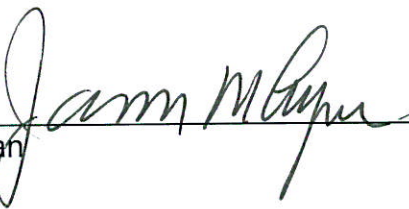
RE: Merit Guidelines

The attached merit guidelines and criteria have been approved by the faculty of the School of Dance, Theatre, and Arts Administration on February 23, 2006. I have approved all attached guidelines and criteria, which include the changes described in the attached memorandum from Randy Pope to Neil Sapienza.



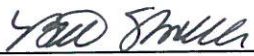
Department Chair or Faculty Representative

2-27-07
Date



Dean

2-27-07
Date




Senior Vice President, Provost,
and Chief Operating Officer

3/7/07
Date


The University of Akron
School of Dance, Theatre, and Arts Administration

Interoffice Correspondence

Date: February 23, 2006
To: Jim Lynn
From: Neil Sapienza 
Subject: DTAA Merit Guidelines revisions

I have reviewed and approve the revised Merit Guidelines approved by the DTAA school faculty today. A copy of the revised guidelines and a cover letter of explanation from Randy Pope is attached for review.

Thank you.

To: Neil Sapienza
From: Randy Pope 
Date: February 23, 2007
Re: Re-submission of merit guidelines for the School of Dance, Theatre, and Arts Administration

The attached merit document for the School of Dance, Theatre, and Arts Administration was revised February 23, 2007, taking into consideration feedback provided from Dean James Lynn.

Changes include the following:

Item 2: "Faculty Lecturers" is changed to "College Lecturers."

Item 4: "FIPL" is changed to "PDL".

Item 6—

Teaching:

Honors project advisor has been changed from 10 pts. to 5 pts.

Honors project reader is changed to 2 pts.

Scholarship, Research and/or Creative Activity

Leading a scholarly/creative workshop is changed to a range: from 5-20 pts.

Service

Executive committee officer of Faculty Senate, Akron-AAUP: 20pts. "Etc." is deleted.

Item 9. Clarification has been added to indicate that "The Director will evaluate the report and any other relevant considerations, and make a final point assignment in each category. Points accumulated in the three areas—Teaching, Scholarship; Research, and/or Creative Activity—will be considered individually.

The document as altered was accepted on February 23, 2007, by a unanimous vote of the seven out of nine faculty members in attendance

Merit document approved by Dance, Theatre, and Arts Administration Faculty

2/23/07

1 of 6

DANCE, THEATRE, AND ARTS ADMINISTRATION MERIT GUIDELINES

1. For all full-time tenure track faculty and full-time instructors, the weighting of the three areas—Teaching, Scholarship and Research/Creative Activity,, Service—will be determined for the coming year in agreement with the School Director by the last day of June. A request to revisit this weighting may take place prior to the last day of August. Relative weights are on a sliding scale, but maximum and minimum weightings are established below

a. Teaching	50%-75%
b. Scholarship and Research/Creative Activity	15%-40%
c. Service	10%-35%

2. College Lecturers will be evaluated entirely on the basis of their teaching.

3. Each merit evaluation shall cover one prior academic year. Annual reports covering the period from mid-May to mid-May will be submitted by each faculty member to the Director by the last day of May. These reports will include the attached checklist to itemize activities in the categories of Teaching, Scholarship, and Research/Creative Activity, and Service for the prior academic year (from the first day of the prior summer semester to the last day of the spring semester).

4. In semesters when a faculty member is on PDL or sick leave, he/she will not have taught or performed normal service, but may have research to show for merit evaluation. In such cases, when the faculty member is evaluated for merit for that year, under the categories of Teaching and Service, he/she will receive either a “satisfactory” (2) or his/her actual earned score, whichever is higher. If the faculty member is 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.

5. Publications and productions may be counted only on the date of publication or performance.

6. Point system. Points are awarded in the three areas of activity outlined in the AAUP contract: Teaching, Scholarship and Research/Creative Activity, and Service. Accumulation of 20 points in each category will result in a rating of (Satisfactory) An “unsatisfactory” evaluation (accumulation of fewer than 20 points) implies that basic requirements are not being met in that particular area. Faculty should provide narrative support for the qualitative evaluation of activities and achievements.

Teaching

Meeting and teaching assigned classes: 5 pts

Keeping reasonable office hours: 5 pts.

Effective advising: 5 pts.

Development of course materials: 5 pts.

Participation in activities related to accreditation, if applicable: 3 pts.

Effective supervision of part-time faculty, graduate assistants, staff, and others, when applicable: 3 pts.

Pattern of unusually favorable student evaluation based on Instructor Mean in Academic questions.:

2.5-3 3 pts

3-3.5 4 pts.

3.5-4 5 pts.

Independent studies: range of 3 to 5 pts.

Attendance at teaching workshops: range between 2 and 10 points.

New course implementation: 10 pt

Incorporation of innovative teaching methodologies or new technologies: 5 pt

Honors project advisor: 5 pts.

Honors project reader: 2 pts.

Teaching awards variable depending on award

Other

Scholarship, Research and/or Creative Activity

Staying current in the field: range of 5 to 20 pts (documentation required)

Scholarship and/or creative activity as appropriate to the academic unit including activities in the discipline

Maintaining (when appropriate) graduate faculty category 1 status. If, in the first two years of employment, this status has not already been met, the faculty member will merit as “satisfactory” if he/she demonstrates significant progress toward meeting this status.

Meeting all responsibilities in Scholarship, Research and/or Creative Activity for which the faculty member receives load.

Publication:

Books: 30 pts.

Refereed articles/chapters of books: 20 pts.

Published book reviews: range of 5 to 10 pt.

Papers reprinted in a new publication: 5 pt.

Citation in a scholarly publication: 5 pts.

Merit document approved by Dance, Theatre, and Arts Administration Faculty

2/23/07

3 of 6

Presentations

- Presentation at regional conferences, colloquia, universities, etc.: 5 pt
- Presentation at national/international conferences, colloquia, universities: 10 pt.
- Participation in a scholarly/creative workshop: 5 pts.
- Leading a scholarly/creative workshop: range of 5-20 pts.
- Awards of research grants: range of 10-20 pts.

Creative work

- Creative work academic, above that assigned to reach standard full-time load requirements 5 pts
- Creative work on the local amateur level 5 pts.
- Creative work on the local professional level 10 pts.
- Creative work at the state level 15 pts.
- Creative work at the national/international level 20 pts.

Other:

Service

- Regular attendance at and contribution to all essential school committees: 9pts
- Participation in all required program activities such as auditions, juries, production meetings, staff meetings, etc.: 9pts.
- Department committee chair/officer: 5 pt.
- College or University committee member: 5 pt.
- College or University Committee chair/officer: 10 pts.
- Executive committee officer of Faculty Senate, Akron-AAUP: 20 pts.
- Student club advisor: 5 pts.
- Presenting the School at student recruitment events: range of 1 to 5 pts.
- Guest speaking for classes or special events: range of 1 to 5 pts
- Maintaining department website: range of 2 to 5 pts
- Discipline related service to community: range of 2-5 pts
- Discipline related service to region (state): range of 10-20 pts
- Discipline related service—national or international: range of 10-25 pts
- Other

7. Each of the three categories includes the option of “other” to cover any relevant work not anticipated in these guidelines. Faculty member shall provide evidence to support a requested point value.

8. In cases where variable points are available, the faculty member will provide evidence to support a requested point value.

9. Faculty members may include any supporting materials considered relevant. The Director will evaluate the report and any other relevant considerations, and make a final point assignment in each category. Points accumulated in the three areas—Teaching, Scholarship; Research, and/or Creative Activity—will be considered individually.

Evaluation of the ranges of points in each area will be:

- | | |
|--------------------|----------------|
| a. 0-19 points | Unsatisfactory |
| b. 20-29 points | Satisfactory |
| c. 30-39 points | Meritorious |
| d. 40-49 points | Outstanding |
| e. Above 50 points | Extraordinary |

10. To determine the point value on a five point scale:

Divide the total number in each of the three areas by 10.

11. The school director will meet with each faculty member to discuss the points awarded. Additional documentation or clarification may be requested.. The school director will provide a written evaluation assigning a rank of Unsatisfactory, Satisfactory, Meritorious, Outstanding, or Extraordinary. (see AAUP Article 16 Compensation, Section 8, B, 2)

12. Any member who disagrees with the director's evaluation may send a written response to the director. This rebuttal shall be attached to the original evaluation and forwarded to the college dean for resolution. (see AAUP Article 16 Compensation, Section 8, B, 4)

13. In the single case of the unique 2005-2006 academic year, the weighting of all faculty members will be set at: Teaching 60%, Research and Creative Work 20%, Service 20%. Meritorious points will be determined by the guidelines set in this document.

School of Dance, Theatre, and Arts Administration Merit Worksheets

Academic year: _____

Faculty Signature: _____

Submission Date: _____

School Director Signature: _____

Assessment Date: _____

Faculty Signature _____

Date of Receipt of School Director Assessment _____