

THE UNIVERSITY OF AKRON
Summit College

Department of Developmental Programs

Criteria and Procedures for:
Merit

Approved by Department Faculty on March 16, 2007

Reviewed and approved Marjorie Keil Date 3/16/07
Marjorie Keil,
Interim Director

Reviewed and approved Stanley Silverman Date 3/16/07
Stanley Silverman
Dean, Summit College

Reviewed and approved Dr. Elizabeth Stroble Date 4/12/07
Dr. Elizabeth Stroble
Senior Vice President, Provost & C.O.O.

DEVELOPMENTAL PROGRAMS MERIT CRITERIA FOR COLLEGE LECTURERS -

College lecturers are full-time nontenure-track faculty with a primary responsibility for teaching and secondary responsibility for academic unit participation. Persons in these positions are not eligible for consideration for tenure. These positions are not to replace tenure-track positions. (UR 3359-20-06.2 - Section A-4)

The normative period of appointment for college lecturer shall be three years, contingent upon satisfactory annual reviews of *teaching, academic unit participation, and professional conduct*. The appointment is also contingent upon college need and/or financial exigency. No term shall be shorter than one academic year or longer than five academic years. (UR 3359-20-06.2 - Section A-4)

Weighting will be: Teaching – 80% - 90%, Academic Unit Participation – 10% - 20 %. After consultation with individual faculty members, the division coordinator must ultimately approve the specific weightings by the second Friday of Fall semester.

This merit evaluation for 2005-2006 will cover the three prior academic years as defined by the CBA. For subsequent years, the department director will calculate an annual score for each college lecturer, or a three-year rolling average may be the basis for the evaluation (the latter based on faculty selection prior to evaluation).

UA Merit Ratings: A maximum of 5 points can be accumulated in each category. Unsatisfactory = 1, satisfactory = 2, meritorious = 3, outstanding = 4, and extraordinary = 5.

All college lecturers are expected to perform in a satisfactory manner, with the assumption that “satisfactory” is a representation that a faculty is meeting their basic job description, and “unsatisfactory” means they are not. Below are definitions of ‘satisfactory’ for each category, and as long as the faculty meets the standard, they receive a rating of 2. Additional points accumulate in each category for anything beyond that standard. Documentation must be provided to support all components claimed on merit forms.

TEACHING (80% - 90%)

A ‘satisfactory’ rating means

- effective teaching of classes as assigned (*excused absences notwithstanding*) and as reflected on college mandated student evaluation of teaching forms;
- staying current in your field (membership in the Ohio Association of Developmental Education (OADE)), and attendance at Developmental Days (*excused absences notwithstanding*);
- keeping reasonable office hours and being available to students;
- timely grading and return of assignments and examinations;
- no substantial documented student complaints;
- a satisfactory evaluation of teaching from students and supervisor; and
- evidence of ongoing efforts to improve teaching effectiveness.

Ratings**Criteria**

- | | |
|---|---|
| 1 | overall job performance is 'unsatisfactory' (not meeting basic job description (see above)) |
| 2 | overall job performances is 'satisfactory' |
| 3 | you earn 2 points beyond the standard |
| 4 | you earn 3 points beyond the standard |
| 5 | you earn 4 or more points beyond the standard |

Points beyond the standard:**A maximum of**

- 1 point for evidence of meaningful course revision(s) or updating class presentation(s)
- 2 points for new and/or innovative and effective methods introduced into teaching and/or assessment
- 1 point for an overall student evaluation rating of **3.5-3.99**; 2 points for **4.0 +**
- 1 point for supervisor's evaluation of **3.5-3.99**; 2 points for **4.0 +**
- 1 point for additional memberships in discipline and/or professional organizations in addition to membership in the Ohio Association of Developmental Education (OADE)
- 1 point any discipline and/or professional conference(s) attended (other than as listed above)
- 2 points for each documented presentation at a professional or discipline related conference
- 1 point for attending workshop(s) relevant to education/field of study
- 2 points for successfully completing and/or taking graduate course(s) relevant to education/your field of instruction
- 1 point for receipt of professional or academic award, grant, prize, or other recognition for scholarly activities
- 2 points for earning a terminal degree in education or field of instruction
- 1-5 points for OTHER (attach documentation as appropriate)

ACADEMIC UNIT PARTICIPATION (10% - 20 %)

A 'satisfactory' rating means

- attendance at all department and college meetings (excused absences notwithstanding);
- participation in departmental activities as assigned by department or program leader;
- availability for consultation with students and colleagues.

Rating**Criteria**

- | | |
|---|--------------------------------------|
| 1 | no evidence of participation |
| 2 | you meet the standard |
| 3 | you earn 2 points for participation |
| 4 | you earn 3 points for participation |
| 5 | you earn 4+ points for participation |

Points for Academic Unit Participation

A maximum of

- 1 point per semester for formal mentoring (documented) of new faculty as recommended by director and division coordinator
- 1 point for serving on each division and/or department committee as approved by the division coordinator (one additional point for chairing) (limit 2 committees)
- 1 point for serving on each college or university committee (limit 2 committees)
- 2 points for serving on a search committee (one additional point for chairing)
- 1 point for participation in college recruitment and/or retention activities (Learning Communities Scholarship interviews, etc.)
- 1 point for each presentation/workshop within the department during the academic year
- 1 point for each presentation/workshop outside the department during the academic years
- 1-5 points for OTHER (attach documentation as appropriate) activities relevant to improving teaching effectiveness, classroom instruction, student success, retention, etc.

MERIT EVALUATION

COLLEGE LECTURER: _____

TEACHING: _____ % (80% -90 %)

A 'satisfactory' rating means

- teaching classes as assigned (absences excused by illness, etc. notwithstanding);
- timely grading and return of assignments and examinations;
- staying current in your field (evidence of membership in an appropriate professional organization and attendance at Developmental Days (excused absences notwithstanding is an example);
- keeping reasonable office hours or are otherwise being available to students;
- no substantial documented student complaints;
- a satisfactory evaluation of teaching from students and supervisor; and
- evidence of ongoing efforts to improve teaching effectiveness.

| Merit Performance/Description Beyond Satisfactory | Points Claimed by Faculty | Points Awarded by Director |
|---|---------------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| Totals > | | |

_____ points awarded = UA merit rating of _____ for TEACHING

• _____ x _____ = _____

ACADEMIC UNIT PARTICIPATION: _____% (10% - 20%)

A 'satisfactory' rating means

- attendance at all department and college meetings (excused absences not withstanding);
- participation in departmental activities as assigned by department or program leader;
- availability for consultation with students and colleagues.

| Merit Performance/Description Beyond Satisfactory | Points Claimed by Faculty | Points Awarded By Director |
|---|---------------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |
| Totals > | | |

_____ points awarded = UA merit rating of _____ for SERVICE

. _____ x _____ = _____

Weighted Merit Rating for Teaching: _____

Weighted Merit Rating Points for Academic Unit Participation: _____

Overall Rating Points for Merit: _____

SIGNATURES AND PROCESSING

My department director and I have reviewed this document together.

___ I agree with my program director's review of my merit criteria.

___ I *do not* agree with my program director's review of my merit criteria.

(Any disagreement between points claimed by faculty and points awarded by the program director shall initially be reviewed by the director and individual faculty member. If agreement cannot be reached, the decision of the program director can be appealed to the dean for final determination as set forth in Article 16, Section 8-4 of AAUP - UA contract.)

College Lecturer Signature _____ Date _____

Director's Signature _____ Date _____

Dean's Signature _____ Date _____