The University of Akron
Buchtel College of Arts and Sciences

Date: January 26, 2024

TO: John M. Wiencek
             Executive VP and Provost

FROM: Mitchell S. McKinney
             Dean, Buchtel College of Arts and Sciences

SUBJECT: Revised Merit Guidelines

The attached guidelines were approved by the faculty of the School of
Education on January 26, 2024.

I have approved the attached guidelines.

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

Lisa A. Lenhart	1/26/2024
School Director	Date
[signature]	2/23/2024
Dean Buchtel College of Arts & Sciences	Date
[signature]	10/10/2024
Exec VP & Provost	Date

LeBron James Family Foundation School of Education

Merit Criteria

Preamble

In drafting this merit document, the School of Education faculty voted to include a preamble that identifies guiding principles to help shape and inform the merit review process. First, due to the School's institutional culture of collaboration over competition, it supports the utilization of criterion referenced evaluation over norm-referenced evaluation. This includes evaluating faculty against a set of pre-established criteria, without reference to the achievement of others. Second, as provided in the Collective Bargaining Agreement merit raises refer to the component of salary raises that are provided to bargaining unit faculty members, when available, who meet or exceed their assigned workload expectations identified in the annual workload letter that aligns with the merit year.

Introduction

1. Those covered by these criteria should, upon satisfactory performance, be expected to achieve a score that will enable them to receive the contractual raise predicted upon satisfactory performance. The contract between the Administration of the University and the Akron-AAUP mandates there must be some activity in each area for tenure track faculty: Teaching, Research, and Service. Scores awarded toward the contractual merit categories shall be such that a weighted score of "2" (Satisfactory) shall be readily achievable by those whose work is satisfactory and that higher scores shall be progressively more difficult to attain. These principles do not apply to the RTP process.

    Faculty members covered by these criteria may elect to choose a variable weighting scale in the areas of teaching, research, and service to accurately reflect their work. Weightings are intended to enable bargaining unit members to receive merit increases based on the work the bargaining unit member feels best represents his or her opportunities and interests, given the wide variety of opportunities, interests, and needs in the School. These weights should be identified at the time faculty submit their merit report.

    For Tenure Track, weights may range from 15-65% for Teaching, 15-65% for Research, and 15-30% for Service, summing to 100%. Minimum weights are 15%, up to 65% as a maximum weight for each area (except as noted for Service, where the weight may not exceed 30% without approval of the director). %. If the bargaining unit member does not select other weighting, then weights will default to: Teaching, 50%; Research, 30%; Service 20%.

For Non-Tenure Track, weights may range from 50-100% for Teaching, 0-50% for Research, and 0-30% for Service. Weights shall sum to 100%. In circumstances where the faculty member's time is bought out through research grants, the Director of the School of Education may allocate a higher weighting for research. NTT are only required to identify the criteria and subsequent weights based on their most recent Letter of Appointment. Although NTT are not required and/or expected to do work outside what is described in their Letter of Appointment, NTT may choose to include and weight additional criteria.

2. The departmental bargaining unit faculty shall create a committee to advise the School Director in the process used to evaluate those covered by these criteria. The committee shall be elected each year from among the bargaining unit members (3 members); their advice will not relate to substantive issues but to procedural and process issues. The School Director retains the rights appropriate to his/her role under the terms of the Collective Bargaining Agreement.

3. The merit review cycle will follow the timeline outlined in the UA/Akron AAUP collective bargaining agreement.

4. Merit evaluation periods will use a three-year rolling average. The merit evaluation period will include all merit-related activities/calculations for a three-year term. 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, service by dividing the resultant total by three. These averages will then be used to determine each faculty member's merit rankings.

5. Each area for rating (Teaching, Research, and Service) has an open category ("Other"), which is intended to provide the necessary flexibility to cover items or tasks which might not be covered in this document.

6. The School Director shall have the discretion to reasonably require supporting documentation from bargaining unit members in a format, which shall be uniform for each bargaining unit member.

7. Faculty who are on leave for one semester may choose to be evaluated in each area (teaching, research, and/or service) using either of the following two methods: (a) The faculty member may substitute half of the points generated in the previous year's merit application for any or all the areas, or (b) the faculty member may alternatively report the points that were generated throughout the merit evaluation period in any or all of the areas.

8. If faculty are on leave for the academic year (i.e., spring and fall semester), the faculty member may choose to be evaluated in each of the evaluation areas separately using

either of the following two methods: (a) the faculty member may substitute all the points generated in the previous year's merit application for any or all of the areas, or (b) the faculty member may alternatively report the points that were generated throughout the merit evaluation period in any or all of the areas.

Rating Scale for Merit Criteria

The following scale is suggested in the Collective Bargaining Unit. Although this scale is identified as a way to describe performance on the overall categories of teaching, research, and service, for consistency they can also be used by faculty and administrators to evaluate achievement on individual merit criteria.

N/A = Merit criterion does not apply; no evidence submitted for the criterion.
2= Satisfactory
3= Meritorious
4= Outstanding
5= Extraordinary

To be eligible for merit, Tenure Track faculty must provide evidence of satisfactory performance in teaching, research, and service. NTT must provide evidence of satisfactory performance in the areas that align with their most recent Letter of Appointment. **Faculty members who do not demonstrate satisfactory performance as described below are not eligible for merit.**

Evidence of self-assessment for each criterion would be based on **quantity and quality**. Faculty would be responsible for providing sufficient evidence to support their self-rating.

Merit Criteria

	Teaching Merit Criteria	Points
REQUIRED FOR MERIT	**Teaching**: A faculty member has evidence that they have dependably discharged all duties related to their teaching responsibilities.	
	Merit Criteria from Satisfactory towards Extraordinary	
1	Develop a new course or extensive revisions of a course (e.g., percent of course revised; comprehensiveness of the revisions, etc.)	
2	Lead teacher in a course with multiple sections	
3	Mentoring colleague, including adjunct faculty, in teaching	
4	Teach more than 4 preps. in one academic year	
5	Received a teaching award from UA or other organizations	
6	Creation of instructional products (e.g., software, learning module, applications, shared database, books, etc.)	
7	Honors Projects (readers and sponsors)	

8	Independent studies	
9	Advising	
10	Other (e.g., coordinating study abroad, visiting, professional development activity related to teaching, international teaching, voluntarily teaching large classes beyond that specified in workload etc.)	
Total Teaching Merit Score =		

Research Merit Criteria		
REQUIRED FOR MERIT	**Scholarship**: If required in workload, faculty member must be actively engaged in scholarly or creative activities demonstrative of current knowledge of and involvement with their fields as evidenced by paper presentations at national and regional meetings of the professional discipline, or reviewed performances or exhibits. Other evidence of scholarly or creative activities such as panel membership, service as discussant, or performance activities will be considered.	
Merit Criteria from Satisfactory towards Extraordinary		
1	One or more peer-reviewed publication per year	
2	Editor (e.g., journal issue, journal volume, book) whether single or co-editor	
3	Reviewer (e.g., book, journal manuscript, textbook, grant, online course). Overall rating based on both the quantity and the nature of the review provided (e.g., type of review, depth, comprehensiveness, etc.)	
4	Internal grant or Innovation Awarded (PI or Co-PI)	
5	External grant submitted (PI or Co-PI)	
6	External grant awarded (PI or Co-PI). Overall rating based on the amount and nature of the grant awarded (e.g., short-term vs. long-term project, involvements of community partners, etc.)	
7	Active role in an on-going grant (PI, Co-PI, senior personal, evaluator). Overall rating based on evidence of specific role and time commitment (e.g., involved in on-site data collection and analysis, program management, report writing, etc.)	
8	Received research award	
9	Publishing or presenting research with a student (non-honor's project)	
10	Other (e.g., Research for NTT if research is not required in workload (e.g., conference presentations, publications, etc.)	
Total Research Merit Score =		

Service Merit Criteria		Points

REQUIRED FOR MERIT	A faculty member actively participates in School of Education meetings, at-least one of its assigned committees and assists with curriculum and accreditation work	
	Merit Criteria from Satisfactory towards Extraordinary	
1	Chair or lead of School of Education activity or committee	
2	Member and active participant of College or University committee or activity	
3	Chair or lead of College or University committee or activity	
3	Presentation or consultation at a PK-16 school and/or community organization, uncompensated	
4	Service for local, state, or national organizations (e.g., board member, accreditation review, program evaluation, professional organizations, etc.) (uncompensated)	
5	Participated in recruitment activities/marketing	
6	Program coordinator including supporting adjunct faculty	
7	Faculty advisor for student group	
8	Received service award (from SOE or other organization)	
9	Other (e.g., admissions application interviews; review honor's admission application, sponsor a visiting scholar, accreditation work if not receiving load, NNT Service above letter of appointment; presentations at learned societies? National, state, or local)	
Total Service Merit Score =		

Overall Rating Scale for Merit

Once faculty evaluate their performance for individual criterion for teaching, research, and service, ratings will be summed, producing a total score for each area -teaching, research, and service. Based on the total score, the following overall ratings will be applied. The range of scores varies across teaching, research, and service due to the different number of criteria for each area.

Overall Merit Rating	Total Teaching Points	Research Points	Total Service Points
Satisfactory	2 to 5	2 to 6	2 to 6
Meritorious	6 to 19	7 to 22	7 to 10
Outstanding	20 to 35	23 to 38	11 to 19
Extraordinary	36 to 50	39 to 55	20 to 35

For Tenure Track

Weights may range from 15-65% for Teaching, 15-65% for Research, and 15-30% for Service, summing to 100%. Minimum weights are 15%, up to 65% as a maximum weight for each area

(except as noted for Service, where the weight may not exceed 30% without approval of the director). %. If the bargaining unit member does not select other weighting, then weights will default to: Teaching, 50%; Research, 30%; Service 20%.

Total Merit Score = Teaching x (.15 - .65) + Research x (.15 - .65) + Score C x (.15 - .30).

For Non-Tenure Track

Weights may range from 50-100% for Teaching, 0-50% for Research, and 0-30% for Service. Weights shall sum to 100%. In circumstances where the faculty member's time is bought out through research grants, the Director of the School of Education may allocate a higher weighting for research.

Total Merit Score = Teaching x (.50 – 1.00) + Research x 0(.00- .50) + Score C x (0.00 - .30).

Revised: LJFF School of Education, January 24, 2024