

The University of Akron
Department of Electrical and Computer Engineering

MEMORANDUM

Date: 15 February 2007

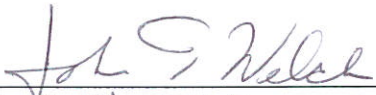
To: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

From: George K. Haritos
Dean, College of Engineering

Subject: Merit Salary Guidelines and Criteria

The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of Electrical and Computer Engineering on March 1, 2007.
I have approved all attached guidelines and criteria.

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



Faculty Representative

3/1/07

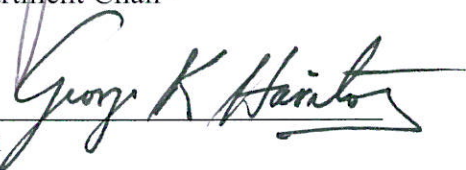
Date



Department Chair

02 March 07

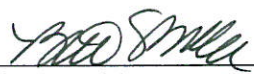
Date



Dean

6 March, 2007

Date



Senior Vice President, Provost and
Chief Operating Officer

3/13/07

Date

The University of Akron
Department of Electrical and Computer Engineering
Merit Pay Guidelines

The ECE Bargaining Unit Members propose the following procedures for the ECE merit pay evaluation under Section 8 of Contract Article 14:

1. For an untenured faculty member, the Chair will apply relative weights of 35% for teaching, 55% for research, and 10% for service to the Chair's rankings for the overall merit score.
2. For a tenured faculty member, the Chair will apply two sets of relative weights to the Chair's rankings, using the higher score for the overall merit score. These are the Teacher Set, with relative weights of 50% for teaching, 30% for research and 20% for service, and the Researcher Set, with relative weights of 50% for research, 30% for teaching and 20% for service (Refer to the ECE Merit Raise Calculation and Scoring System.)
3. The overall merit score shall be rounded up to a 10th of a ranking point.
4. Prior to the request for submissions for merit review, the Chair shall distribute to the ECE bargaining unit faculty a list of activities recommended for submission for merit in research, teaching and service, with relative weights to be applied per unit in computing merit scores from 1 to 5 in these categories (Refer to the ECE Merit Raise Performance Measure.) The list of activities approved by the bargaining unit faculty is then submitted to the Chair, Dean and Provost for approval.
5. Faculty submissions may include additional evidence of activity the Member deems worthy of merit consideration. Corresponding relative weights for additional activities will be determined by the Chair during the merit evaluation, in a manner consistent with the relative weights provided under Paragraph 4 above and the ECE mission. These activities will be grouped under "other" in the ECE Merit Raise Performance Measure.
6. The chair will provide a merit evaluation report and signature sheet for each Bargaining Unit Member, to include (Refer to the ECE Merit Raise Recommendation Form):
 - the Member's merit score in each category,
 - a copy of the weighting applied per unit of activities of Paragraph 4 above,
 - weights applied to additional activities submitted by the Member,
 - the rankings obtained from the merit score,
 - the overall merit scores determined by applying the weights of Paragraphs 1 or 2 above, and
 - the amount of the merit pool and the amount of the recommended merit raise.
7. Evaluations shall be made annually, at the conclusion of the school year. The evaluation period will be three years, including the current school year and two previous school years and the three previous summers.
8. No adjustment of evaluation period, activity weighting, or merit pay calculations are made in case of PDL and other leaves during the evaluation period. Leave activities supporting the ECE mission are accounted for by Paragraphs 4 and 5.

The University of Akron
Department of Electrical and Computer Engineering
Merit Raise Calculation and Scoring System

Faculty performance will be scored as tabulated below.

Performance	Score
Unsatisfactory	1
Satisfactory	2
Good	3
Very Good	4
Superior	5

The maximum score in each category (Research – S_R , Teaching – S_T , and Service – S_S) is 5. The Individual Overall Merit Score (IOMS) for tenured faculty is determined as:

$$\text{IOMS} = \text{Highest of } \begin{cases} 0.3xS_R + 0.5xS_T + 0.2xS_S & \text{– Teacher Set} \\ 0.5xS_R + 0.3xS_T + 0.2xS_S & \text{– Researcher Set} \end{cases}$$

The Individual Overall Merit Score (IOMS) for untenured faculty is determined as:

$$\text{IOMS} = 0.55xS_R + 0.35xS_T + 0.1xS_S.$$

In the above equations,

$1 \leq S_R \leq 5$ is the weight for Research,

$1 \leq S_T \leq 5$ is the weight for Teaching,

$1 \leq S_S \leq 5$ is the weight for Service.

The formulae for determining the weights in each category (Research – S_R , Teaching – S_T , and Service – S_S) are:

$$\text{Research} - S_R \qquad S_R = 5x \left(\frac{\text{Total Research Points}}{\text{Department Highest}} \right).$$

$$\text{Teaching} - S_T \qquad S_T = 5x \left(\frac{\text{Total Teaching Points}}{\text{Department Highest}} \right).$$

$$\text{Service} - S_S \qquad S_S = 5x \left(\frac{\text{Total Service Points}}{\text{Department Highest}} \right).$$

The University of Akron
Department of Electrical and Computer Engineering
Merit Raise Performance Measure

Performance Measure =

Research	Scores
(Unit / 2 Refereed Journal papers) * (#) +	
(Unit / 4 Refereed Conference papers) * (#) +	
(Unit / 4 Research-related Technical reports) * (#) +	
(Unit / 4 Book chapters) * (#) +	
(Unit / Book) * (#) +	
(Unit / 5 Proposals – Reviewed) * (#) +	
(Unit / \$50K – Research funds) * (#) +	
(Unit / \$150K – Equipment funds) * (#) +	
(Unit / 4 MS projects – completed) * (#) +	
(Unit / 2 MS theses – completed) * (#) +	
(Unit / ½ PhD dissertation – completed) * (#) +	
(Unit / PhD or MS student supported) * (#) +	
Other	
	Total Research:
Teaching	
(Unit / 12 Credit hours teaching) * (#) +	
(Unit / 3) * (average of questions 1-13 of teaching evaluations) +	
(Unit / 2 – ECE Course / lab development) * (#) +	
(Unit / 4 Senior Design Projects – completed) * (#) +	
Other	
	Total Teaching:
Service	
(Unit / Editor) * (#) +	
(Unit / 2 Associate Editor) * (#) +	
(Unit / 5 Technical committees) * (#) +	
(Unit / 5 Seminars, workshops, etc) * (#) +	
(Unit / 5 Internal committees) * (#) +	
(Unit / Awards) * (#) +	
(Unit / 4 ABET Course Binders) * (#) +	
(Unit / 2 Patents) * (#) +	
(Unit / 5 Recruiting Activities)* (#) +	
(Unit / 5 Attend Commencement)* (#)	
Other	
	Total Service:
Total – Research + Teaching + Service:	

Interpretation – 2 journal papers equal 1 unit, and so on.

The University of Akron
Department of Electrical and Computer Engineering
Merit Raise Recommendation Form

Period: 06/2003 - 06/2006

Name: _____

Research				Teaching			Service		
Type of Unit	#/U	Units	Pts	Type of Unit	#/U	Units	Type of Unit	#/U	Pts
Journal Article	0.50			12 Credit Hr Teaching / Year	1.00		COE / ECE Committees	0.20	
Conference Paper	0.25			Course Average (3.00)	1.00		Editor	1.00	
Proposal	0.20			Course / Lab Development	0.50		Associate Editor	0.50	
Research Funds: \$50K	1.00			Senior Design Project	0.25		Seminar / Workshop	0.20	
Equipment Funds: \$150K	1.00			Other			Award	1.00	
MS Thesis Completed	0.50						ABET	0.25	
MS Pr. Reports Completed	0.25						Patent	0.50	
PhD Dissertations Completed	2.00						Technical Committees	0.20	
PhD / MS Student Supported	1.00						Recruiting Activities	0.20	
Book	1.00						Commencement	0.20	
Book Chapter	0.25						Other		
Technical Report	0.25								
Other									
Total Research Points				Total Teaching Points			Total Service Points		

Researcher Weighted Score				Teacher Weighted Score				Untenured Score	
Merit Scores									

ECE Scores:	No.
0 - 1.9	
2 - 2.9	
3 - 3.9	
4 - 4.9	
5	

Total Merit Pool: _____

Recommended Merit Raise: _____

Faculty Member

Date: _____

ECE Chair

Date: _____

Dean of Engineering

Date: _____

Senior Vice President and Provost

Date: _____



Department of Electrical & Computer Engineering

College of Engineering
Akron, OH 44325-3904

(330) 972-7649 Office
(330) 972-6487 Fax

Date: March 1, 2007

To: Alex De Abreu, Chair

From: John T. Welch, Akron-AAUP Liaison for ECE

Dr. De Abreu,

Please forward the enclosed Merit Pay Guidelines for approval. These revised guidelines were approved unanimously by the ECE faculty today, March 1, in a meeting called for that purpose.

The University of Akron
Department of Electrical and Computer Engineering
Guidelines for Faculty Review of the Chair

Purpose

In accordance with Article 10, Section 5 of the current University of Akron/Akron-AAUP Contract, department guidelines are hereby presented for the four-year faculty review of the performance of the Department Chairs who wish to be considered for an additional term as Chair.

Review Period

The review takes place in the final year of the current term, commencing with the month in which the term began, as determined by the College of Engineering. The review is to be concluded with a recommendation and report to the Dean of Engineering on a schedule determined by College of Engineering guidelines.

Chair Review Committee

The Chair Review Committee shall consist of four members of the bargaining unit faculty of the Department: two elected by the bargaining unit faculty of the Department, one appointed by the Dean, and one appointed by the Provost (Part A.1). The Department election will be conducted at the first regular faculty meeting after the review period has begun. The Committee of four will meet to select a Committee Chair who will coordinate all duties of the Committee, chair the Chair Review Meeting(s) and compile the Committee's Recommendation Report.

Committee Duties

- 1) The Committee shall invite the Chair to write an open letter to the Department faculty and staff.
- 2) The Committee shall ensure that the Chair's response and current vita is available to all faculty and staff members of the Department.
- 3) The Committee shall develop and distribute a questionnaire to all faculty and staff members of the Department that responds to the Chair's open letter, and to College of Engineering guidelines and University rules regarding the responsibilities of Chairs.
- 4) The Committee will invite and collect written responses from all Department faculty and staff. The questionnaire shall be anonymous and identifying responses will be confidential (no names shall be requested) (part A.5). Responding to the questionnaire will be voluntary.

- 5) The Committee will assemble all department member responses into a Questionnaire Summary document for review by the bargaining unit faculty. While the questions will be the same for all departmental members, the Committee will summarize the responses in a way that ensures that the significant differences among constituencies are noted and the strength of the various responses are accurately represented, while anonymity is preserved, in accordance with part A.3.
- 6) The Committee will make the Questionnaire Summary available to all ECE bargaining unit faculty at least two weeks prior to the Chair Review Meeting(s).
- 7) The Committee will invite all bargaining unit faculty to the Chair Review Meeting(s). The Committee Chair will chair these meetings or designate a Committee member to do this. A Committee member will serve as recording secretary for these meetings. The meetings will be conducted according to Roberts Rules of Order. The Department Chair will not attend during deliberations, but may be invited to answer specific questions agreed upon during deliberation.
- 8) Upon conclusion of deliberations in the Chair Review Meeting(s), each bargaining unit member of the department will be given an opportunity to communicate, in writing, a qualitative and summary evaluation of the Chair and a level of support for the Chair to continue for another term (part A.3). Bargaining unit faculty who are unable to attend the deliberations can also communicate evaluation and level of support, in writing, directly to the Chair Review Committee.
- 9) Upon receipt of the above communications, the Committee will formulate the Department recommendation regarding the Chair's continuing for another term. A narrative drawn from the deliberations, evaluations and levels of support will accompany the recommendation. The recommendation and narrative shall be circulated to all bargaining unit faculty to assure that the narrative accurately reflects the meeting deliberations and collective evaluations and support.
- 10) After a minimum of two weeks, a sufficient time for response by bargaining unit faculty and accommodation by the Committee, a Recommendation Report containing the recommendation and narrative will be communicated to the Chair and submitted to the Dean for approval and submission to the Provost, in accordance with Article 10, section 5, part A.4.
- 11) The Recommendation Report will be retained as permanent Department records. The Questionnaires and written evaluations and levels of support will be retained in confidence by the Review Committee Chair for one-year, then destroyed.

Chair's Open Letter

The Chair is invited to write an open letter to Department members to initiate the Chair Review process. The letter may detail any or all of the following:

- 1) The annual goals the Chair has set for the Department during the current term.
- 2) The manner in which the Chair has consulted with the faculty in formulating these goals.
- 3) The degree of success the Chair has had in meeting these goals.
- 4) The degree of success the Chair has had in enlisting the faculty, staff and students in meeting these goals.
- 5) How well the Chair has been able to manage Department affairs.
- 6) What actions the Chair has taken to enable and encourage individual faculty and staff.
- 7) How successful the Chair has been as a supervisor for Department staff.
- 8) The Chair's advocacy on behalf of the department and its programs, faculty and staff within the College of Engineering, the University and beyond.
- 9) The degree to which the Chair has been able to continue research, teaching and service during the current term as Chair.

The Role of Department Staff

Department staff will receive the Chair's open letter, and will be invited to participate in the questionnaire. While anonymous, the questionnaires of staff will remain separated from faculty questionnaires, and the staff constituency will be recognized in the Questionnaire Summary as appropriate.

The Department staff may elect a spokesperson from among themselves to present a summary of staff opinion on the continuance of the Chair at the beginning of the first Chair Review Meeting, prior to deliberations. Only bargaining unit members may be present during deliberation in these meetings.