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*Revision*

**MEMORANDUM**

December 6, 2006

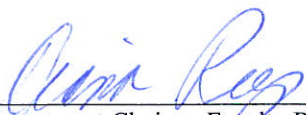
TO: Elizabeth J. Stroble  
Senior Vice President, Provost and Chief Operating Officer


FROM: Ronald F. Levant  
Dean, Buchtel College of Arts and Sciences

RE: **Merit Salary Guidelines and Criteria**

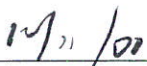
The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of English on November 21, 2006. I have approved all attached guidelines and criteria.


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

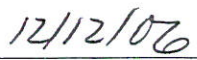
  
\_\_\_\_\_  
Department Chair or Faculty Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Senior Vice President, Provost and  
Chief Operating Officer

  
\_\_\_\_\_  
Date

**DEPARTMENT OF ENGLISH MERIT FORM**  
*Academic Year* \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

**I. Procedures**

Faculty will submit a list of professional activities and accomplishments to the Chair. The Chair will provide a written evaluation and assign a ranking of “unsatisfactory,” “satisfactory,” “meritorious,” “outstanding,” or “extraordinary” to each category and send the bargaining unit member a copy of her/his evaluation.

The Department of English uses a three-year cumulative report for merit consideration. That is, a faculty member will submit evidence for the current year and the two preceding years.

**II. Relative Values of Professional Activities and Accomplishments**

In the areas of scholarship, teaching and service, the chair will determine the relative values among the various activities/accomplishments.

**III. For Full-time, Tenured and Tenure-track Faculty Only:**

Merit shall be weighted as follows:

Research: 40%

Teaching: 30%

Service: 20%

\*Rolling: 10%

Please indicate to which category you wish to apply the rolling 10%: \_\_\_\_\_  
 (research, teaching, or service).

\* Merit weightings do not reflect faculty load.

\*\* The chair will normally award at least a “satisfactory” merit ranking in all categories for faculty who are on sick leave or Professional Development Leave.

\*\*\*Each faculty member may choose to which of the three categories (research, teaching, service) s/he wishes to apply the rolling 10% for the year evaluated. For assistant professors, the rolling 10% must be approved by the chair.

#### **IV. For Full-time, Non-tenure Track Faculty Only:**

Merit shall be weighted as follows:

**Lecturers:** 100% Teaching

**Instructors:** 80% Teaching  
10% Research  
10% Service

#### **V. For All Full-time Tenured and Tenure-track Faculty**

Following are generally expected achievements in the categories of Research, Teaching and Service. These descriptions are examples only, and other items might be comparable evidence for rankings. When listing your work in the following categories, feel free to add items not in these examples. Please provide original materials or copies of publications.

##### **I. Research Category**

- **5—Extraordinary--**A faculty member has a book or at least four articles/creative writing/book chapters in refereed publications or has received a national research award.
- **4—Outstanding--**A faculty member has 2-3 articles/creative writing/book chapters in refereed publications, or is editor of more than one journal or has received external research grants of more than \$30,000.
- **3—Meritorious--**A faculty member has one article/creative writing/book chapter in a refereed publication or a combination of such items as a book review essay, invited lecture, conference papers, published interview, or received external research grants of less than \$30,000.
- **2—Satisfactory—**A faculty member has evidence of ongoing research through such items as a conference paper, conference attendance, book reviews, and internally funded grants.
- **1—Unsatisfactory—**A faculty member does not have evidence of research.

##### **II. Teaching Category**

- **5—Extraordinary—**Satisfies Category 2 and has other noteworthy items, such as a University of Akron teaching award, a recognized national teaching award, or consistently very high student evaluations.
- **4—Outstanding—** Satisfies Category 2 and has other noteworthy items, such as evidence of student success in the form of student publications, conference papers, or prizes, or has directed an M.A. or Honors thesis.



- **3—Meritorious—** Satisfies Category 2 and has a combination of such items as developed new courses, participated in Learning Communities, served on thesis committees, or attended ITL workshops.
- **2—Satisfactory—** A faculty member dependably discharges teaching duties, such as prepares class materials, meets classes, grades papers promptly, responds to students in a timely manner, and has an average score on student evaluation forms that falls within the average range or middle 60% of the department ratings on “Progress on Relevant Objectives,” “Excellence of Teacher,” and “Excellence of Course.”
- **1—Unsatisfactory—** A faculty member fails to meet the expectations for a “satisfactory” rating.

### III. Service

The faculty member is expected to provide service relative to Category 2. For additional merit, the faculty member should provide significant service in quality and quantity either singularly or in combination to the department, the university or the discipline in service items deemed by the chair to be appropriate to Categories 3, 4, and 5. The following are examples only and other items of service can be considered by the chair.

- **5—Extraordinary—** Fulfills Category 2 and presents a combination of items from Categories 3 and 4 and one further notable activity, such as discharges a departmental administrative function in an exemplary manner, coordinates special events for the department, the university or a professional organization.
- **4—Outstanding—** Fulfills Category 2 and presents a combination of items from category 3 and one or more activities, such as dependably and efficiently discharges a departmental administrative function, serves as chair of an RTP committee, serves as an officer in a professional organization, serves on the AAUP executive committee or negotiating team, chairs a college or university-wide committee.
- **3—Meritorious—** Fulfills Category 2 and also presents one or more activities, such as provides community outreach in ways directly related to the faculty position, presents a lecture on a topic connected to the university, serves as liaison for Akron AAUP, creates a fund-raising opportunity for the department, serves on college or university-wide committees, such as Faculty Senate or Graduate Council.
- **2—Satisfactory—** A faculty member participates in assigned committees or activities and attends regularly scheduled faculty meetings.
- **1—Unsatisfactory—** A faculty member fails to participate in assigned committees or attend regularly scheduled faculty meetings.

\* Note: Membership in associations without further participation does not qualify as “service.”