



School of Exercise and Nutrition Sciences  
College of Health and Human Sciences

RE: Bargaining unit faculty merit guideline revisions

DATE: May 16, 2022

The attached bargaining unit faculty merit guidelines were revised and approved by the School of Exercise and Nutrition Sciences faculty and administration, and the College Dean's office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Exercise and Nutrition Sciences bargaining unit faculty.

<u>Pei-Gang Liu</u>	<u>5/23/2022</u>
Merit Guidelines Revision Committee Chair	Date
<u>Judith A. Juvancic-Heltzel</u>	<u>5/23/2022</u>
Interim Director	Date
<u>Trinity McCann</u>	<u>5/24/2022</u>
Acting Dean	Date
<u>John M. Hill</u>	<u>May 25, 2022</u>
Executive Vice President and Chief Administrative Officer	Date



***College of Health and Human Sciences***

***School of Exercise and Nutrition Sciences***

**Merit Guidelines for Tenure Track and Non-Tenure Track  
Bargaining Unit Faculty**

**[Approved by School faculty on 5-16-2022]**

**School of Exercise and Nutrition Sciences**  
**Merit Guidelines for Tenure Track Bargaining Unit Faculty**

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**Procedures for Determination of Merit**

1. The TT merit categories are: Research/Scholarly Activity, Teaching and Service.
2. The minimum weights for merit categories for each TT faculty member are: Research/Scholarly Activity (30%), Teaching (40%), Service (10%). TT faculty members may choose to distribute the remaining 20% weighting into either the Teaching or Research/Scholarly Activity category.

Because each TT faculty member in the department may have different responsibilities from year to year, each TT faculty member may elect to choose a weighting scale for each category to accurately reflect his/her work. If a particular TT faculty member chooses not to identify a proportion for the remaining 20% weighting per merit category, he/she must use the default weightings of Research/Scholarly Activity (40%), Teaching (40%), Service (20%).

3. Merit rankings for each TT faculty member in each category are: 1 (unsatisfactory), 2 (satisfactory), 3 (meritorious), 4 (outstanding), 5 (extraordinary). Merit rankings in each of the three categories will be calculated and determined by the School Director using a standardized formula for all TT faculty during a specified time.
4. In order to be evaluated using the merit procedures outlined above, each TT faculty member must submit to the School Director a merit pay calculation worksheet by the specified due date, and in a format prescribed by the School Director.
5. Any TT faculty member who receives an aggregate overall score of less than satisfactory after all three merit rankings (i.e., in the three merit categories) are averaged is disqualified for participation in the merit pool.
6. This document also recognizes that there are some extenuating circumstances where a TT faculty member could petition to his/her School Director under the "Other" section in *each* category.

Examples may include:

The school might limit the service or teaching obligations of new faculty to assist them in building a research track and preparing for classes they may not have taught before.

A faculty member may get reduced teaching load in order to work on a grant or get administrative load from the School Director.

A faculty member may be off-campus for Professional Development Leave so he/she might not teach classes or serve on committees.

A faculty member may be on leave due to illness.

For all of the above examples and others related to leave, it is the final responsibility of the School Director to assign the appropriate merit scores.

7. The School Director will have the flexibility to assign appropriate points for different types of special projects/assignments to TT faculty in the areas of research/scholarly activity, reaching and service.
8. The TT faculty will have the flexibility to petition the School Director for appropriate points for special projects/assignments. Such petitions must be approved by the School Director before the commencement of the project/assignment.
9. For each merit period, each TT faculty member will provide the School Director supporting documentation of each merit activity in a format prescribed by the School Director.
10. The merit pool will follow contractual guidelines. Accumulated merit activities (and the merit pay calculation worksheet) will follow academic year cycles. Each merit evaluation period will include more than one calendar year, except for newly hired TT faculty, and points will be averaged across academic years as described below:

The merit evaluation period will include all merit-related activities/calculations for a three-year term, except during the TT faculty member's first and second year of appointment, in which those will be the only years counted for merit activities. Therefore, each TT 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 each category. These averages will then be used to determine each TT faculty member's merit rankings. Each subsequent merit evaluation period will use a three-year rolling average (i.e., the previous three academic years prior to when merit evaluations must be submitted to the School Director).

11. After each merit evaluation process has been completed, the School Director will provide each TT faculty member with the TT faculty member's own total score and ranking in each of the three merit categories.

12. A TT faculty member's overall merit score for the current review period will be determined by multiplying his/her merit scale evaluation score in each performance category times the School's category weights.
13. Future amendments to an approved merit document will be by a 2/3-majority vote of the entire bargaining unit faculty of the School. Amendments need to be approved by the School Director, Dean and Provost.
14. A faculty member's salary adjustment will be computed according to the formula specified the UA/Akron-AAUP collective bargaining agreement.

## RESEARCH / SCHOLARLY ACTIVITY

Activities	Points	Total
<b>Publications – peer reviewed in press</b>		
<i>Each article published in a national or international journal</i>	3	
<i>Each article in a regional or state journal</i>	2	
<i>Each book chapter</i>	2	
<i>Each book</i>	4	
<i>Each edited book</i>	2	
<i>Each book review in a journal or conference proceeding</i>	1	
<i>Each research abstract</i>	1	
<b>Refereed Conference Presentations:</b>		
<i>Each presentation at a national or international conference</i>	2	
<i>Each presentation at a regional or state conference</i>	1	
<i>Each local presentation (does not need to be peer reviewed)</i>	.5	
<b>Grants</b> <i>Dependent on grant amount:</i> <i>&lt;\$50,000 = 1 point</i> <i>\$50,001 - \$100,000 = 2 points</i> <i>&gt;\$100,000 = 3 points</i>		
<i>National Awards</i>	3	
<i>State Awards</i>	2	
<i>Other Awards</i>	1	
<i>Grants Submitted</i>	1	
<b>Other: (TT Faculty to petition to the School Director)</b> <i>Examples may include but are not limited to: awards, non-peer reviewed articles, technology projects, creative work, etc. Provide details below.</i>	1-3	
<b>Total</b>		

## TEACHING

Activities	Points	Total
<b>Course Evaluations</b>  <i>Average score of all student course evaluations based on Questions 7-24:</i>  <i>Between 0 to 3.0 = 0</i> <i>Between 3.1 to 3.59 = 2</i> <i>Between 3.6 to 4.09 = 3</i> <i>Between 4.1 to 4.59 = 4</i> <i>Between 4.6 to 5.0 = 5</i>  Overall Teaching Ratings Formula:  Rating above + (# of credit hours taught x rating above) = total points  <i>Unsatisfactory is below 35 total points = 0 merit points</i> <i>Satisfactory is 36-50 total points = 2 merit points</i> <i>Meritorious is 51-65 total points = 3 merit points</i> <i>Outstanding is 66-80 total points = 4 merit points</i> <i>Extraordinary is 81 or more total points = 5 merit points</i>  [add number of merit points, using a 0-5 scale, to the right column based on the total points earned using the teaching ratings formula]	0-5	
<b>New Course Preparation</b>		
<i>Syllabus already developed=1 point each</i>		
<i>Extensive revision of a course=1.5 points each</i>		
<i>New course in School=2 points each</i>		
<b>Certification or Licensure</b>		
<i>Obtaining new=2 points each</i>		
<i>Renewal=1 point each</i>		
<b>Service Learning</b>		
<i>Schedules/manages service learning within a non-clinical course=1 point per course</i>		
<b>Master's Thesis/Honors Project</b>		
<i>Serves on thesis committee=1 point each</i>		
<i>Honors project sponsor=1 point each</i>		
<i>Honors project reader=.5 point each</i>		
<b>Advising</b>		
<i>0-25 assigned advisees=.5 point</i>		
<i>26-50 assigned advisees=1 point</i>		
<i>51-75 assigned advisees=1.5 points</i>		

76-100 assigned advisees=2 points		
101-125 assigned advisees=2.5 points		
<b>Other (Faculty to petition the School Director)</b> <i>Examples may include but are not limited to: teaching awards, curriculum development, etc. Provide details below.</i>	0-2	
<b>Total</b>		



## SERVICE

Activities	Points	Total
<b>Committees:</b>		
<i>Each School</i>	1	
<i>Each College</i>	2	
<i>Each University</i>	3	
<i>Each Committee Chair Role</i>	1	
<b>Program Coordinating Activities</b>	0-3	
<b>Program Recruitment Activities</b>	0-3	
<b>Editorial Board Service</b>		
<i>Editorial Board Member</i>	2	
<i>Ad Hoc Reviews</i>	1	
<i>Editor</i>	3	
<i>Associate Editor</i>	2.5	
<b>Student Organization Advisor</b>	2	
<b>Professional Activity</b>		
<i>National Committee or Board</i>	2	
<i>National Organization Interest Group Leader</i>	2	
<i>State Committee or Board</i>	1	
<i>Local/Regional Advisory Board</i>	1	
<i>Each Committee Chair/Director Role</i>	1	
<b>Accreditation Activities</b>	0-3	
<b>Other (TT faculty may petition the School Director)</b> <i>Examples may include but are not limited to: awards, program leadership roles, summer service not related to teaching, guest lectures, community consultation etc. Provide details below.</i>	0-4	
<b>Total</b>		

### MERIT CALCULATION SHEET

<u>RESEARCH</u> Performance Score	Merit Score	Merit Classification
<5.9	1	Unsatisfactory
6-7.9	2	Satisfactory
8-9.9	3	Meritorious
10-11.9	4	Outstanding
12 and above	5	Extraordinary

<u>TEACHING</u> Performance Score	Merit Score	Merit Classification
<3.9	1	Unsatisfactory
4-4.9	2	Satisfactory
5-5.9	3	Meritorious
6-6.9	4	Outstanding
7 and above	5	Extraordinary

<u>SERVICE</u> Performance Score	Merit Score	Merit Classification
<3.9	1	Unsatisfactory
4-4.9	2	Satisfactory
5-5.9	3	Meritorious
6-6.9	4	Outstanding
7 and above	5	Extraordinary

### OVERALL MERIT SCORE:

Performance Category	Merit Score	Weight	Weighted Score
Teaching			
Research			
Service			
Total Weighted Merit Score	X	X	

**School of Exercise and Nutrition Sciences**  
**Merit Guidelines for Non-Tenure Track Bargaining Unit Faculty**

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**Procedures for Determination of Merit**

1. The NTT merit categories are: Teaching and Service/Other.
2. The minimum weights for merit categories for each non-tenured faculty member are: Teaching (60%), Service/Other (30%). NTT faculty members may choose to distribute the remaining 10% weighting into the teaching or service/other category.

Because each NTT faculty member in the School may have different responsibilities from year to year, each NTT faculty member may elect to choose a weighting scale for each category to accurately reflect his/her work. If a particular NTT faculty member chooses not to identify a proportion for the remaining 10% weighting per merit category, he/she must use the default weightings of 70% teaching and 30% service/other.

3. Merit rankings for each NTT faculty member in each category are: 1 (unsatisfactory), 2 (satisfactory), 3 (meritorious), 4 (outstanding), 5 (extraordinary). Merit rankings in each of the categories will be calculated and determined by the School Director using a standardized formula for all NTT faculties during a specified time.
4. In order to be evaluated using the merit procedures outlined above, each NTT faculty member must submit to the School Director a merit pay calculation worksheet by the specified due date, and in a format prescribed by the School Director.
5. Any NTT faculty member who receives an aggregate overall score of less than satisfactory after both merit rankings (i.e., in the two merit categories) are averaged is disqualified for participation in the merit pool.
6. This document also recognizes that there are some extenuating circumstances where a NTT faculty member could petition to his/her School Director under the "Other" section in *each* category.

Examples may include:

The School might limit the service or teaching obligations of new NTT faculty to assist them in building and preparing for classes they may not have taught before.

A NTT faculty member may get reduced teaching load in order to work on a grant or get administrative load from the School Director.

A NTT faculty member may be off-campus for Professional Development Leave so he/she might not teach classes or serve on committees.

A NTT faculty member may be on leave due to illness.

For all of the above examples and others related to leave, it is the final responsibility of the School Director to assign the appropriate merit scores.

7. The School Director will have the flexibility to assign appropriate points for different types of special projects/assignments to NTT faculty in the areas of teaching and service/other.
8. The NTT faculty will have the flexibility to petition the School Director for appropriate points for special projects/assignments. Such petitions must be approved by the Director before the commencement of the project/assignment.
9. For each merit period, each NTT faculty member will provide the School Director supporting documentation of each merit activity in a format prescribed by the School Director.
10. The merit pool will follow contractual guidelines. Accumulated merit activities (and the merit pay calculation worksheet) will follow academic year cycles. Each merit evaluation period will include more than one academic year, except for newly hired NTT faculty, and points will be averaged across academic years as described below:

The merit evaluation period will include all merit-related activities/calculations for a three-year term, except during the NTT faculty member's first and second year of appointment, in which those will be the only years counted for merit activities. Therefore, each NTT faculty member should sum all points in each of the merit categories for the three-year period and then obtain the average merit point totals for each category. These averages will then be used to determine each NTT faculty member's merit rankings. Each subsequent merit evaluation period will use a three-year rolling average (i.e., the previous three academic years prior to when merit evaluations must be submitted to the School Director).

11. After each merit evaluation process has been completed, the School Director will provide each NTT faculty member with the NTT faculty member's own total score and ranking in each of the merit categories.
12. A NTT faculty member's overall merit score for the current review period will be determined by multiplying his/her merit scale evaluation score in each performance category times the School's category weights.
13. Future amendments to an approved merit document will be by a 2/3-majority vote of the entire bargaining unit faculty of the School. Amendments need to be approved by the School Director, Dean, and Provost.
14. A NTT faculty member's salary adjustment will be computed according to the formula specified in the UA/Akron-AAUP collective bargaining agreement.

## TEACHING

Activities	Points	Total
<b>Course Evaluations</b>  <i>Average score of all student course evaluations based on Questions 7-24:</i>  <i>Between 0 to 3.0 = 0</i> <i>Between 3.1 to 3.59 = 2</i> <i>Between 3.6 to 4.09 = 3</i> <i>Between 4.1 to 4.59 = 4</i> <i>Between 4.6 to 5.0 = 5</i>  <b>Overall Teaching Ratings Formula:</b>  Rating above + (# of credit hours taught x rating above) = total points  <i>Unsatisfactory is below 45 total points = 0 merit points</i> <i>Satisfactory is 46-60 total points = 2 merit points</i> <i>Meritorious is 61-75 total points = 3 merit points</i> <i>Outstanding is 76-90 total points = 4 merit points</i> <i>Extraordinary is 91 or more total points = 5 merit points</i>  [add number of merit points, using a 0-5 scale, to the right column based on the total points earned using the teaching ratings formula]	0-5	
<b>New Course Preparation</b> <i>Syllabus already developed = 1 point each</i> <i>Extensive revision of a course = 1.5 point each</i> <i>New course in School = 2 points each</i>		
<b>Certification or License</b> <i>Obtaining new = 2 points each</i> <i>Renewing = 1 point each</i>		
<b>Service Learning</b> <i>Schedules/manages service learning opportunities for students within a non-clinical education course = 1 point per course</i>		
<b>Master's Thesis / Honors Projects</b> <i>Serves on thesis committee – 1 point each</i> <i>Honors project sponsor – 1 point each</i> <i>Honors project reader – 0.5 point each</i>		
<b>Advising</b> <i>0-25 assigned advisees=.5 point</i> <i>26-50 assigned advisees=1 point</i>		

51-75 assigned advisees=1.5 points 76-100 assigned advisees=2 points 101-125 assigned advisees=2.5 points		
<b>Other (NTT Faculty to petition to the School Director)</b> <i>Examples may include but are not limited to: teaching awards, curriculum development, etc. Provide details below.</i>	0-2	
<b>Total</b>		

## SERVICE / OTHER

Activities	Points	Total
<b>Committees</b> <i>Each School= 1 point</i> <i>Each College = 2 points</i> <i>Each University = 3 points</i> <i>Each Committee Chair Role = 1 point</i>	varies	
<b>Program Coordinating Activities</b>	0-3	
<b>Clinical Education Coordinating Activities</b>	0-3	
<b>Program Recruitment Activities</b>	0-3	
<b>Editorial Board Service</b> <i>Editorial Board Member = 2 points</i> <i>Editor = 3 points</i> <i>Associate Editor=2.5 points</i> <i>Ad Hoc Reviews =1point</i>	varies	
<b>Student Organization Advisor</b> <i>Each organization = 2 points</i>	varies	
<b>Professional Activity</b> <i>National Committee or Board = 2 points</i> <i>State Committee or Board = 1 point</i> <i>Each Committee Chair/Director Role = 1 point</i> <i>Local/Regional Advisory Board =1 point</i>	varies	
<b>Publications</b> <i>Each article in a peer-reviewed journal = 3 points</i> <i>Eact article in regional/state journal=2 points</i> <i>Each book chapter = 2 points</i> <i>Each book =4 points</i> <i>Each research abstract = 1 point</i> <i>Each edited book =2 points</i> <i>Each book review in journal/conferece proceeding= 1pt</i>	varies	
<b>Presentations</b> <i>Each presentation at a national conference = 2 points</i> <i>Each presentation at regional/state conference=1 pt</i> <i>Each local presenation (not necessarily peer reviewed)=.5 point</i>	varies	
<b>Grants</b> <i>Dependent on grant amount:</i> <i>&lt;\$50,000 = 1 point</i> <i>\$50,001 - \$100,000 = 2 points</i> <i>&gt;\$100,000 = 3 points</i>	varies	
<b>National Awards= 3 points</b> <b>State Awards= 2 points</b> <b>Other Awards= 1 point</b> <b>Grants Submitted= 1 point</b>		



<b>Other (NTT Faculty to petition to the School Director)</b> <i>Examples may include but are not limited to: awards, program leadership roles, summer service not related to teaching, community consultation, etc. Provide details below.</i>	0-4	
<b>Total</b>		

### MERIT CALCULATION SHEET

<u>TEACHING</u> Performance Score	Merit Score	Merit Classification
<3.9	1	Unsatisfactory
4-4.9	2	Satisfactory
5-5.9	3	Meritorious
6-6.9	4	Outstanding
7 and above	5	Extraordinary

<u>SERVICE / OTHER</u> Performance Score	Merit Score	Merit Classification
<3.9	1	Unsatisfactory
4-4.9	2	Satisfactory
5-5.9	3	Meritorious
6-6.9	4	Outstanding
7 and above	5	Extraordinary

### OVERALL MERIT SCORE

Performance Category	Merit Score	Weight	Weighted Score
Teaching			
Service			
Total Weighted Merit Score	X	X	