



Office of the Dean

Buchtel College of Arts and Sciences
College of Arts & Sciences Building
Room 448
Akron, OH 44325-1901

330-972-7880 (Office)
330-972-7222 (Fax)

MEMORANDUM

April 24, 2007

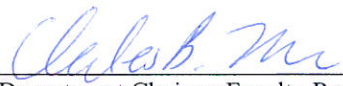
TO: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

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

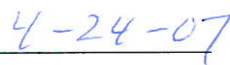
RE: **Merit Salary Guidelines and Criteria**

The attached merit salary guidelines and criteria have been approved by the Faculty of the **Department of Geography and Planning** on April 23, 2007. I have approved all attached guidelines and criteria.


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



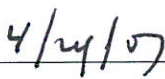
Department Chair or Faculty Representative




Date




Dean



Date



Senior Vice President, Provost and
Chief Operating Officer



Date

Merit Pay Guidelines Department of Geography and Planning

Passed by Bargaining Unit Faculty, September 6, 2006

Approved by Department Chair, 2 October 2006

Passed by Bargaining Unit Faculty November 8, 2006

Approved by Department Chair, 13 November 2006

Passed by Bargaining Unit Faculty, December 8, 2006

Proposed Responses to Dean's and Provost's Comments, March 13, 2007

Additional Proposed Revisions after comments from Dean's and Provost's office, April 16, 2007

Passed by Bargaining Unit Faculty, April 23, 2007

Each year, bargaining unit faculty in the Department of Geography and Planning will submit to the Chair an annual Activity Report. This will include a summary of accomplishments in teaching, scholarship, and service for the preceding three academic years. Additional details regarding the materials submitted for annual evaluations are listed below.

The Chair provides a written evaluation to each bargaining unit faculty member that appraises the individual's performance and provides an overall rating based on evidence of effectiveness in teaching, scholarship, and service using the criteria provided in this document. This evaluation provides the chair's rationale for the rating in each of the three areas using this evidence.

As determined by the collective bargaining agreement, possible ratings are: 1 = unsatisfactory; 2 = satisfactory; 3 = meritorious; 4 = outstanding; and 5 = extraordinary. If the faculty member agrees with the evaluation, he/she will sign a copy of the evaluation and return it to the Chair. If the faculty member disagrees with the evaluation, he/she must follow the procedures outlined in the collective bargaining agreement.

After the Chair has completed annual evaluations and assigned a value from 1.0 to 5.0 for each individual's teaching, scholarship, and service, the overall merit score will be calculated using the following default weightings for tenured or tenure-track faculty: teaching (.625), research (.25), and service (.125). Weightings for instructors will be teaching (.75), research (.05), and service (.2). Weightings for College Lecturers will be 100% teaching. In extenuating circumstances, particularly in the case of a faculty member who has been awarded release time from teaching, different weightings can be negotiated with the department chair. Faculty members on extended leave, including Professional Leave, will be evaluated based on their performance during parts of the three year period when they were not on leave.

Evaluation of Teaching

Evidence for the Evaluation of Teaching

The following items may be submitted by the faculty member as evidence for the Chair to use in the evaluation of the merit teaching component:

- Student course evaluations, both written and quantitative. (These are required to be included for all courses taught)
- Additional student evaluation materials, including, but not limited to, a self-administered evaluation instrument, signed letter(s) from students in a particular course, etc.
- Evidence of significant changes to a course to improve rigor and/or learning. For example, this may include selected syllabuses or other class materials (to demonstrate a particular classroom innovation)
- New course preparations
- Numbers of students enrolled in a course and the level of the course
- Variety of courses taught
- Thesis advising
- Serving as a member of a thesis committee (inside the university)
- Awards or recognition for outstanding teaching
- Peer evaluations of teaching
- Number of evening and weekend courses taught

Criteria for the Evaluation of Teaching:

In the following description, the phrase “course load” refers to the load assigned to each individual faculty member by the university. The word “effectively” refers to both demonstrable overall success in conveying appropriate information and building appropriate skills, and to demonstrable effort in attaining such success. Thus a faculty member may demonstrate the effectiveness of his or her teaching with evidence revealing classroom success and/or with evidence showing the kind and quality of effort he or she has made in meeting students’ needs.

- **A score of “Unsatisfactory” (1)** in teaching will be given to any faculty member who does not satisfy the requirements for a “Satisfactory” evaluation.
- **To receive a score of “Satisfactory” (2)** in teaching, a faculty member must show evidence of success in teaching, and must meet the following expectations:
 - Regularly meet all classes
 - Meet classes for the full scheduled time
 - Keep advising appointments
 - Demonstrate professional classroom behavior
 - Keep appropriate office hours and is otherwise available to students and advisees
 - Respond appropriately to reasonable student questions or complaints
- **To receive a score of “Meritorious” (3)** in teaching, a faculty member must meet the criteria for a Satisfactory evaluation and perform both of the following:
 - Show significant evidence of success in teaching and advising as identified above
 - Perform other teaching-related functions effectively and responsibly as requested (e.g., supervise master’s theses, serve on thesis committees, work with independent study students, etc.)

- **To receive a score of “Outstanding” (4)** in teaching, a faculty member must meet the criteria for a Satisfactory evaluation and perform all of the following:
 - Show clear and convincing evidence of special commitment to and outstanding success in teaching and advising,
 - Perform other teaching-related functions effectively and responsibly as requested (e.g., supervise master’s theses, serve on thesis committees, work with independent study students, etc.)
 - Develop a new course or significantly revise existing course content, pedagogy, or technology in a meaningful way
- **To receive a score of “Extraordinary” (5)** in teaching, a faculty member must meet the criteria for a Satisfactory evaluation and perform all of the following:
 - Show clear and convincing evidence of special commitment to and outstanding success in teaching and advising,
 - Perform other teaching-related functions effectively and responsibly as requested (e.g., supervise master’s theses, serve on thesis committees, work with independent study students, etc.)
 - Develop a new course or significantly revise existing course content, pedagogy, or technology in a meaningful way
 - Take a leadership role in the development and support of the teaching of other department faculty, for example, by giving classes on pedagogical issues or by leading the way and helping others with classroom technology

Evidence for the Evaluation of Research and Scholarship

In evaluating the equivalence of various forms of scholarship, the Chair should take into account the time, effort, and quality of scholarly activities. We acknowledge that within a category listed below not all examples will be of equal merit. Examples of appropriate activities include:

- Externally funded research.
- Books or monographs.
- Edited volumes or textbooks.
- Articles in refereed journals.
- Internally funded research.
- Articles in edited volumes.
- Non-refereed publications.
- Invited, expense-paid presentations.
- Book reviews.
- Papers presented at professional meetings.

Evaluation of Research

The following items may be submitted by the faculty member as evidence for the Chair to use in the evaluation of the merit research and scholarship component:

- A printed copy of a publication, along with the full citation of the publication. Manuscripts which have been accepted for publication will not be considered until the year they are published.
- An abstract for a conference presentation
- Documentation of externally or internally funded research
- Faculty may submit a statement describing their research program and publication plans, as a way of placing in context the performance for a given year.

Unless noted otherwise, scholarship should be counted in the year of publication/copyright date. Conference papers presented should be counted in the year the meeting is held.

Criteria for the Evaluation of Research:

- **A score of “Unsatisfactory” (1)** in research will be assigned to a faculty member who cannot satisfy the requirements for Satisfactory evaluation.
- **To receive a score of “Satisfactory” (2)** in research, a faculty member must keep current as a scholar in geography or planning and demonstrate that currency by providing evidence of:
 - Publication of a peer-reviewed article, book chapter, or equivalent over a three year period; or
 - Three research presentations at professional conferences over a three year period; or
 - Equivalent scholarly activity.
- **To receive a score of “Meritorious” (3)** in research, a faculty member must keep current as a scholar in geography or planning and demonstrate that currency by providing evidence of:
 - Publication of two peer-reviewed articles, book chapters, or equivalent over a three year period; or
 - Submission of a grant proposal to an external funding agency may substitute for a publication
- **To receive a score of “Outstanding” (4)** in research, a faculty member must keep current as a scholar in geography or planning and demonstrate that currency by providing evidence of:
 - Publication of multiple peer-reviewed articles, book chapters, an edited book, or the equivalent over a three year period
 - Receiving a grant from an external funding agency may substitute for a publication
- **To receive a score of “Extraordinary” (5)** in research, a faculty member must keep current as a scholar in geography or planning and demonstrate that currency by providing evidence of:
 - Publication of an average of two or more peer-reviewed articles or book chapters per year, or multiple edited books, a single-authored book, or the equivalent over a three year period
 - Receiving a grant from an external funding agency may substitute for a publication

Evaluation of Service

The evaluation of service must reflect the quantity of the effort and the significance of the output. Service for which outside compensation has been received will count only if a faculty member has met his or her service responsibilities to the department, college, and university in such a manner as would warrant his or her receiving at least a meritorious rating.

Faculty service may contribute to the overall mission of (1) the department, (2) the university, or (3) the profession. For purposes of this merit evaluation, service is classified as either “internal” (to the university) or “external” service. A faculty member will not receive a score of “Satisfactory” or higher without adequate performance on internal service. Within the department, a faculty member will have service assignment(s) that must be performed adequately. Internal service may include, but is not limited to, committee service, leadership in existing university programs, the development of new programs and initiatives, and efforts to recruit undergraduate majors and graduate students. External service may include, but is not limited to, contributions to professional journals and associations, and the lending of expertise to state, local, regional, and/or national organizations.

Evidence for the Evaluation of Service

The following items may be submitted by the faculty member as evidence for the Chair to use in the evaluation of the merit service component:

- A list of all service activities performed during the year in each of the three service categories (department, university, and profession), arranged within each category in order from the most important to the least important. The list should also indicate for each whether outside compensation has been received for the activity.
- A description of all service activities performed that represent special commitment or effort beyond the norm.
- Any testimonial letters received that describe a particular act of service and its effects.
- Any other material that may support a claim to merit in service above that of “meritorious”.

Criteria for the Evaluation of Service:

- A score of “Unsatisfactory” (1) in service will be assigned if the faculty member does not meet the requirements of Satisfactory service.
- To receive a score of “Satisfactory” (2) in service, a faculty member must adequately perform all of the following internal service activities:
 - Fulfills the departmental service assignments
 - Attends department meetings

- Participates in department, college, and university sponsored events and meetings on campus, including, but not limited to department colloquia, college faculty meetings, graduation ceremonies, and meeting official department visitors and speakers.
 - Responds to requests for activity reports or other information, and completes other departmental, college, and university duties in a timely fashion.
- **To receive a score of “Meritorious” (3)** in service, a faculty member must meet at least two requirements from the following list, in addition to the evidence provided to receive a Satisfactory service rating:
 - Chairs a department, college, or university committee;
 - Actively serves on a college or university committee;
 - Obtains external or internal funding to support department activities;
 - Takes a leadership role in some aspect of department or university work;
 - Participates in outreach activities that contribute to increased enrollment in courses in geography and planning and/or increased numbers of undergraduate students electing certificates, minors, and/or majors in geography and planning;
 - Regularly serves as a referee for a scholarly journal or grant-providing organization or actively serves on an editorial board for a scholarly journal;
 - Regularly serves as a peer reviewer in the evaluation of scholarship for promotion and tenure.
 - Other noteworthy service to the department, the university , or the profession.
- **To receive a score of “Outstanding” (4)** in service, a faculty member must meet at least three of the requirements listed under “Meritorious” (in addition to the evidence provided to receive a “Satisfactory” service rating), or serves in an extraordinary service role, such as taking a major University leadership role, or editing a scholarly journal or a special issue of a scholarly journal for a professional association or scholarly society.
- **To receive a score of “Extraordinary” (5)** in service, a faculty member must exceed the requirements for Outstanding and generally perform an extraordinary service role.