**Office of the Dean**

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MEMORANDUM

February 26, 2007

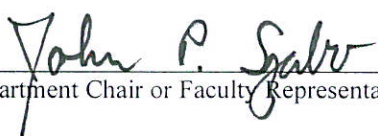
TO: Elizabeth J. Stroble
Senior Vice President, Provost and Chief Operating Officer

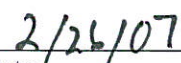
FROM: Ronald F. Levant
Dean, Buchtel College of Arts and Sciences


RE: **Merit Salary Guidelines and Criteria**

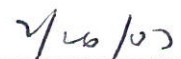
The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of **Geology and Environmental Science** on February 23, 2007. I have approved all attached guidelines and criteria.


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

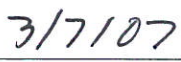

Department Chair or Faculty Representative


Date


Dean


Date


Senior Vice President, Provost and
Chief Operating Officer


Date



Interoffice Correspondence

To: John P. Szabo, Professor and Chair, Geology and Environmental Science

From: Ira D. Sasowsky, Associate Professor, Geology and Environmental Science
mail: 215 CRH (+4101), **phone:** 5389, **email:** ids@uakron.edu

Date: February 23, 2007

Re: Revision (3rd) to Merit Evaluations Criteria and Procedures

The faculty of the Bargaining Unit have evaluated the two changes that were requested by the A&S Deans office, via you, in oral and handwritten communications to me of February 22, 2007. These original written comments (marked on the Merit evaluation criteria and procedure, version of January 18, 2007) are returned to you with this memo. The changes requested were, a) to indicate that the Chair would be provided with the worksheet materials and, b) that a term be changed on the worksheet.

A vote of the faculty was concluded today, and the following 2 changes were made.

- 1) Section IIC of the Merit Evaluations Criteria and Procedures was changed from
"The committee will then transmit these results as recommendations to the Chair,
who will provide a written recommendation and assign a ranking."
to
"The committee will then transmit these results, along with the worksheets and
other relevant documentation, as recommendations to the Chair, who will
provide a written recommendation and assign a ranking."
- 2) The heading "Volume Bonus" on page M-4 of the Merit Raise Worksheet was
changed to "Class-Size Multiplier"

We believe that, with your assent, the document is ready to be forwarded to the Dean for his approval. The revised version is attached in original hardcopy, and has also been sent to you in electronic form.

Merit evaluations criteria and procedures
Department of Geology and Environmental Science
Version of February 23, 2007

I. Preamble.

This document was developed in 2006 in response to Article 16 Section 8 of the Collective Bargaining Agreement (CBA). Existing Departmental Policies were evaluated with respect to the requirements of the CBA, and an initial criteria document was submitted for review by the administration. Comments received from the offices of the Provost and Dean were subsequently incorporated in to a revised version of these criteria. These criteria will be inserted as a New Section in the Departmental handbook. Faculty in the Bargaining Unit developed and approved these criteria.

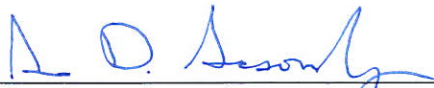
II. Procedures

- A. Faculty members complete the Department of Geology and Environmental Science Merit Raise Worksheet annually (Exhibit A), assigning departmental points depending upon activity.
- B. A subcommittee of faculty, elected according to Departmental Bylaws, reviews departmental points for accuracy and consistency between faculty, and discusses any discrepancies with affected faculty.
- C. Departmental points are entered in to a spreadsheet that uses the supplied lookup table (Exhibit B), along with weightings described below, to calculate university merit points (value 1 to 5). The committee will then transmit these results, along with the worksheets and other relevant documentation, as recommendations to the Chair, who will provide a written recommendation and assign a ranking.
- D. The Department will use a 3-year rolling average for university points. This means, for example, that a faculty member's actual merit raise for 2008 would be based on an average of the university merit points that they earned for 2006, 2007, and 2008. The purpose of the rolling average is to minimize extreme values.
- E. With respect to calculation of university merit points, default weightings are 0.4 for teaching, 0.4 for research, and 0.2 for service, for tenure track or tenured faculty. Such faculty may specify to the Chair, not later than the second Friday of the fall semester, their desire to modify their weightings by up to 0.1 for that year (total must still equal 1.0). Weights for Instructors are 0.8 for teaching, 0.1 for research, and 0.1 for service. Teaching is weighted 1.0 for college lecturers.
- F. There is no implication that a faculty member's merit weightings will in any way reflect their load.
- G. In the case of unusual circumstances, or that a faculty member is on extended leave or Professional Development Leave (PDL), the Bargaining Unit Member shall negotiate with the Chair for the distribution of the percentage effort in the three areas.

- H. The number of points required for a "Satisfactory" university rating are given in Exhibit B, as are all other values for ratings.

III. Approval

Approved by the majority vote of a quorum of the Bargaining Unit Faculty on February 23, 2007



Ira D. Sasowsky, Chairman of Committee

2/23/07
Date

Exhibit A
Department of Geology and Environmental Science
Worksheet for Merit Raise and Annual Report

Calendar Year: Name:

DEPT. OF GEOLOGY & ENVIRONMENTAL SCIENCE WORKSHEET FOR MERIT RAISE AND ANNUAL REPORT

Instructions: Tab will propel you from cell to cell within this form. If you want to add lines, click on view, toolbars, forms and then click on the padlock to unlock this form.

Faculty are required to keep written documentation for all merit activities and be willing to make them available to the merit review committee upon request. The documentation specified in each category should be submitted with this document.

Teaching

Class Evaluations

*((Quality of Teacher - 3.5)/3) X Credits = Points (The "3" divisor is applied to normalize for the number of credits a given course has)

If for a non-major course, add 0.5 to Quality of Teacher **before** using formula. No negative points to be awarded in this category.

Course Number	Credits	Quality of Teacher	Points

Class-Size Multiplier (Use Number on Your Final Grade Sheet)

Non-Major Undergraduate Courses: (0.005 X Number of Students) = Points

Field Camp & Summer Courses, Graduate Courses, 200 Level or above Undergraduate Major Courses: (0.02 X Number of Students) = Points

Course Number	Number of Students	Points

Teaching Activity

Variable points up to 1.0 per credit hour

Provide a short description and justification

New Course Preparation	Points

New Field Trip Preparation	Points

Major Course Revision or Innovation	Points

Class Field Trip on weekend (0.2/day)	Points

Course Specific Lab Manual (In-House)	Points

Undergraduate/Graduate Research (0.1/credit hr.)	Points

Other (describe)	Points

Teaching Awards

Up to 3.0

UA Award (1.0); State (2.0); National (3.0)	Points

Other Activities

Variable points, based on effort and impact, or prorated on per student basis up to 2.0/activity.

Activity	Points

Grand Total for Teaching:

Research

Refereed Articles

Please include the complete citation below (authors, date, title, journal, vol., pages)

Provide a reprint or copy of the 1st page with copyright information, which will be returned.

For articles and books submitted for review, provide letter of acceptance for review.

Published Refereed Articles (0.5-6.0; major journal = 3.0)	Points

Books in Print (1.0 - 10.0; being an editor is worth less)	Points

Articles and Books Submitted for Review this Year (0.5)	Points

Published Abstracts

Please include the complete citation below (authors, date, title, journal, vol., pages)

Regional Meeting (0.3 per abstract)	Points

National Meeting (0.5 per abstract)	Points

Grants -- Proposals Submitted

Provide copy of transmittal sheet.

UA Grants (0.1)	Points

External grants (0.2 pts./\$10,000 up to 2.0 points)	Points

Grants Awarded

Provide a copy of letter of award.

UA Grants (0.1 pts/\$1,000 up to 1.0)	Points
PI and CoPIs: Title: Program: Date Awarded: Amt. to Dept. of Geology (% effort):	

External grants (2.0 per \$25,000 prorated to % effort or % indirect Cost))	Points
PI and CoPIs: Title: Program: Date Awarded: Amt. to Dept. of Geology (% effort):	

Research Activity

2.0 per \$25,000

Provide a short description and justification.

Contract Research	Points

Donations Acquired on Behalf of the University (0.1 to 2.0 points with justification)	Points

Scholarships Acquired on Behalf of the University (0.1 to 2.0 prorated to % effort)	Points

Scholarships Acquired on Behalf of the University (0.1 to 2.0 prorated to % effort)	Points

Awards for excellence in research

Provide letter of award.

UA Award (1.0); State (2.0); National (3.0)	Points

Other Activities

Variable points, based on effort and impact

Activity	Points

Grand Total for Research:

Service**Departmental Service**

Committees (0.1 – varies by committee)	Points

Other Departmental Service (provide a short description and justification).	Points

College Service

0.2 pts. – Varies by committee. Provide a short description and justification.

Description	Points

University Service

0.2 pts. – Varies by committee. Provide a short description and justification.

Description	Points

Professional Service

Use formula in appendix. Provide a short description and justification.

Officer of a Professional Society.	Points

Seminar Presentation at Another University (0.2)	Points

Referee of a Professional Paper (0.1); Proposal Reviewer (0.1).	Points

Other Professional Service	Points

Professional Community Service

0.1 to 0.5 per event (use formula & appendix provided).

Provide a short description and justification.

Description	Points

Other Activities

Variable points, based on effort and impact, or prorated on per student basis up to 2.0/activity

Other activities	Points

Grand Total for Service:

Grand Total:

Exhibit B
Department of Geology and Environmental Science
Lookup Table for Converting Departmental Merit Points to University Merit Points

New

Dept. of Geology & Environmental Science
Departmental (Worksheet) Point to University Point Lookup Table

Teaching		Research		Service		Ranking
Worksheet Pts	University Merit Points	Worksheet Pts	University Merit Points	Worksheet Pts	University Merit Points	
0.0	1	0.0	1	0.0	1	Unsatisfactory
0.1	1.2	0.1	1.2	0.1	1.2	Unsatisfactory
0.2	1.4	0.2	1.4	0.2	1.4	Unsatisfactory
0.3	1.6	0.3	1.6	0.3	1.6	Unsatisfactory
0.4	1.8	0.4	1.8	0.4	1.8	Unsatisfactory
0.5	2	0.5	2	0.5	2	Satisfactory
1.6	2.2	2.8	2.2	1.4	2.2	Satisfactory
2.7	2.4	5.1	2.4	2.3	2.4	Satisfactory
3.8	2.6	7.4	2.6	3.2	2.6	Satisfactory
4.9	2.8	9.7	2.8	4.1	2.8	Satisfactory
6.0	3	12.0	3	5.0	3	Meritorious
7.2	3.2	14.0	3.2	6.0	3.2	Meritorious
8.4	3.4	16.0	3.4	7.0	3.4	Meritorious
9.6	3.6	18.0	3.6	8.0	3.6	Meritorious
10.8	3.8	20.0	3.8	9.0	3.8	Meritorious
12.0	4	22.0	4	10.0	4	Outstanding
12.8	4.2	23.6	4.2	12.0	4.2	Outstanding
13.6	4.4	25.2	4.4	14.0	4.4	Outstanding
14.4	4.6	26.8	4.6	16.0	4.6	Outstanding
15.2	4.8	28.4	4.8	18.0	4.8	Outstanding
16.0	5	30.0	5	20.0	5	Extraordinary