

# **The University of Akron University Libraries Faculty**

## **Guidelines for Awarding Faculty Merit Salary Increases**

Approved by UL Faculty: 04/06/2023

Approved by Associate Dean: 04/06/2023

Approved by Dean: 04/26/2023

Approved by Provost: 05/19/2023

<b>Contents</b>	<b>Page</b>
I. Philosophy	1
II. Policy Statement	1
III. Process	2
IV. The Merit Evaluation Guidelines	2
V. The Appeals Process	3
VI. Approval of the Guidelines	3
VII. Revision of the Guidelines	3

<b>Appendices</b>	<b>Page</b>
Appendix A: Core Job Responsibilities Checklist	5
Appendix B: Merit Guidelines Application Worksheet w/Merit Categories and Activity Points	9
Appendix C: Associate Dean's Evaluation Worksheet	13
Appendix D: Merit Evaluation Criteria	15
Appendix E: Merit Application Spreadsheet (Excel format): separate document	

## **The University of Akron University Libraries Faculty**

### **Guidelines for Awarding Merit Salary Increases**

#### **I. Philosophy**

As a major service unit of The University of Akron, the University Libraries (UL) Faculty values excellence in service to students, faculty, and staff, as well as to all clientele, affiliated or not. Therefore, the UL Faculty strives to cultivate an environment of encouragement and support such that all members are able to achieve excellence in the performance of responsibilities as they relate to the delivery of service. In order to fulfill this mission, these merit guidelines, including the weighting of categories and points awarded for accomplishments, reflect this philosophy.

#### **II. Policy Statement**

Consistent with the philosophy stated in Section 1, the UL Faculty bargaining unit members (hereafter known as "Member/s") consider both their Work and their Service to committees as variations on our service mission.

##### **A. Weighting**

The Members opt to weight their merit categories with the following percentages:

1. For tenure-track/tenured faculty, the weighting is: Work – 60%; Scholarship – 20%; Service – 20%;
2. For non-tenure-track faculty, the weighting is based on the most recent letter of appointment.

##### **B. Performance Evaluation Criteria**

Criteria are identified in Section II, B (Merit Review) of Article 16 (Compensation) in the University of Akron—Akron-AAUP Collective Bargaining Agreements (2021-2023 and 2024-2026). For University Libraries Faculty, these criteria include: 1) Work/Teaching, 2) Scholarship, and 3) Service.

##### **C. Eligibility for Merit Consideration**

A Member will be eligible to be considered for merit if:

1. Their job performance is Satisfactory, i.e. if they achieve an overall score of 2.0 (Satisfactory) or better on the 1 to 5 merit guidelines scale. (See Appendix A/B)
2. They were a Member of the faculty by the cutoff date specified in the Contract.

##### **D. Timeframe**

The Members have elected to evaluate their merit accomplishments using a three-year rolling average of merit scores.

1. New bargaining unit faculty, if eligible for merit during their first year, will be evaluated on the current year's accomplishments. During the second year, the bargaining unit faculty member will be evaluated on the current year's accomplishments.
2. For faculty entering the bargaining unit from a management position, etc., if eligible for merit during their first year, the member will be evaluated on the current year's accomplishments. During the second year, the bargaining unit faculty member will be evaluated on the current year's accomplishments.
3. Subsequent merit evaluations should be based on a three-year rolling average of accomplishments, as reflected in the average of the overall merit scores for each of those years.

##### **E. Leave**

1. **Professional Development Leave (PDL).** For faculty who miss extensive periods of work time to PDL, they may choose the following options for providing merit application data. (1) If the leave is for one semester, they may substitute half of the points accumulated in the previous year's merit application in any or all of the three evaluation categories (work, scholarly activity, service) or, alternatively, their own accumulated points in any of these categories. The remainder of their merit points will be based upon their accomplishments in the remainder of the merit evaluation period, upon their return from leave. (2) If the leave is for a full academic year, they may substitute all of the points accumulated in the previous year's merit application in any or all of the three evaluation categories (work, scholarly activity, service) or, alternatively, their own accumulated points in any of these categories. For example, a faculty member on a semester's leave may miss all work and service activities, but may have engaged in considerable scholarly activity. In this example, they may choose to utilize half of the points in their previous year's merit application in work and service, respectively, but all of the points they generated under scholarship during the leave.
2. **Other Types of Leave:** For faculty who miss extensive periods of work due to Family and Medical Leave, Leave without Pay, etc., merit for the current merit evaluation period will be based on one of the following: (1) If the leave is equivalent to less than a full merit year, merit calculations will be based solely on their accomplishments during that merit year. Note: Paid sick leave and vacation do not affect merit calculations; (2) If the leave is equivalent to a full merit year, the member will not be eligible for merit pay for that year.

### III. Process

The Annual Merit Review Timeline is presented in Article 16, Section 2 of the current contract.

- A. The guidelines require the Associate Dean to apply the stated number of points for the eligible accomplishments. Fixed point categories cannot be scaled back. Variable point categories may be reviewed as follows: for activities listed in the "Other Accomplishments" categories, the Member will describe specific activities and recommend the number of points awarded. The Associate Dean will review both their eligibility and the number of points they should earn.
- B. The Associate Dean will review the merit applications of each Member (See Appendix B; Appendix E is the Excel spreadsheet used for submission). A report with the Associate Dean's evaluation will be sent by the Associate Dean to each Member, with a copy also forwarded to the Dean of University Libraries, hereafter known as "Dean."

### IV. The Merit Evaluation Guidelines

- A. Members will fill out their annual merit application using the form provided below (Appendix E), which is available online. The online form allows for the entering of accomplishments and the computing of point totals.
- B. The eligible accomplishments for merit in the categories of teaching/work, scholarship, and service are also listed in Appendix B. Each activity is accompanied by the points it is worth, as well as any restrictions or caps on the number of points that can be accumulated for that activity.
- C. Once the points are totaled for the year for each category, they are converted into the corresponding 1 to 5 scale as required by the contract. The table for making this conversion is provided in the merit application form, and is also available in Appendix C.

## **V. The Appeals Process**

Any Member who disagrees with the Associate Dean's evaluation may avail themselves of procedures outlined in Article 16, Section 2 of the current contract.

## **VI. Approval of the Guidelines**

This document must be approved by a majority of the department's Members.

## **VII. Revision of the Guidelines**

- A. At the request of a majority of department's Members, this document may be reviewed for revision.
- B. A committee shall be elected by the Members to undertake draft revisions.
- C. New or revised merit guidelines must be approved by a majority of the department's Members.
- D. New or revised guidelines must be approved by the Associate Dean, the Dean, and Senior Vice President and Provost.

## **Appendix A: Core Job Responsibilities Checklist**

### **Core Job Responsibilities Checklist.**

The following list of core job responsibilities is not comprehensive nor will every specific task in a single category apply to all UL Faculty.

Instructions: Please check job responsibilities in any category that you have performed [during this review period](#), marking all that apply. An overall designation of Satisfactory is earned by a satisfactory performance on the preponderance of one's core duties.

#### **University Faculty Librarians**

##### **Core Responsibilities:**

##### **Common to all UL Faculty**

	Collects and compiles statistics as appropriate based on function or service
	Contributes to library and university Diversity, Equity, and Inclusion (DEI) initiatives
	Contributes to the ongoing enhancement and/or expansion of library services
	Facilitates discovery and access to UL collections through the selection, acquisition, description, maintenance, promotion, and/or support of library resources and open access materials
	Maintains online help, course, and/or subject guides using LibGuides or other platforms as needed
	Participates in workshops, seminars, training, etc. which enhance knowledge and skills for performing job responsibilities
	Provides research assistance and consultation to faculty and students through appointments, online chat reference, or email
	Provides service, outreach and instruction to faculty, students, and the general public
	Provides training and other instructional support to library users and personnel

##### **Cataloging**

	Coordinates routine record loading processes; creates and edits load tables as needed
	Keeps current with and applies international, national, and local standards to ensure quality of work
	Keeps current with and effectively applies knowledge of programs used in Cataloging and other activities
	Manages uncataloged resources

	Participates in direction of workflow within Cataloging functional area and with other areas/departments
	Participates in the development of policies and procedures for cataloging, authority control, and database management
	Performs authority work with author names, series titles, subject headings, and uniform titles to provide an infrastructure for improved discovery and access
	Performs original and complex copy cataloging of library or archival materials in one or more formats, including audiovisual materials (sound recordings, video recordings, motion pictures, etc.), cartographic materials, electronic resources, graphic materials, kits, microforms, music, monographs, serials, and/or three-dimensional objects
	Provides database maintenance for the integrated library system (ILS)
	Provides metadata services
	Troubleshoots cataloging problems
	Works with the collection management officer, UL Faculty, and other UL departments or units to set cataloging priorities and facilitate the cataloging of collections

### Electronic Resources

	Coordinates digital projects
	Collects and compiles usage statistics for electronic resources
	Coordinates, manages, and maintains the electronic journal knowledge tool
	Oversees the maintenance and updates of consortial OpenURL resolver data for UL electronic journal holdings
	Works with library departments to implement and maintain electronic products and services
	Trouble-shoots remote access to electronic resources

### Systems

	Acts as liaison with campus IT and other providers regarding the support and management of the ILS and other library-system related services and applications
	Administers, maintains, and provides support for the ILS system
	Administers, maintains, and supports other library related systems and applications
	Assists with support of campus systems and applications
	Assists with support of library equipment, and software
	Coordinates and provides database maintenance for all ILS modules and the patron database
	Prepares and loads records into the Ohio Depository shared catalog (OHDEP)
	Provides training to library faculty and staff for the ILS, library-related applications, and campus-supported Microsoft applications

	Troubleshoots and resolves data discrepancies with records loaded into the OHDEP catalog
<b>Archives and Special Collections</b>	
	Arranges, describes, and processes collections
	Assesses and monitors the security and preservation needs of the collection
	Develops and maintains knowledge of the content and organization of the collections in repositories, including their bibliographic, historical, cultural, and institutional aspects
	Identifies items requiring conservation or preservation work, coordinates and provides recommendations for this work
	Integrates special collections into the broader institutional environment and collaborates successfully within the larger organization and community
	Curates and/or contributes to the maintenance of the rare book and other special collections in Archives and Special Collections
	Works with Technical Services Department to set priorities and oversee the cataloging of special collections
<b>Instruction</b>	
	Maintains instructional videos, tutorials, or Brightspace modules to facilitate library services and meet user needs
	Provides information literacy and other forms of instruction
	Provides instructional sessions for outside groups, including area high school students
	Works with faculty to integrate information literacy competencies into course assignments
<b>Collection Management</b>	
	Applies best practices to the management of library collections
	Coordinates The Federal Depository Library Program for Bierce Library
	Creates and updates collection development policies as needed
	Manages library collection funds and/or unit budgets
	Creates, maintains, and adjusts approval plan profiles in respective areas
	Determines the disposition of gift materials
	Evaluates damaged or other materials requiring special treatment for preservation purposes
	Maintains awareness of trends in publishing, costs and availability of materials

	Makes item location decisions for new materials and other library materials at Bierce Library and the Northeast Ohio Regional Depository (non-contributed items)
	Makes replacement decisions on lost or missing materials
	Participates in selection decisions for consortial statewide purchases (OhioLINK etc.)
	Participates in the curriculum review process
	Promotes awareness of library collections to teaching departments
	Reviews and determines the disposition of library materials in Bierce Library and the Northeast Ohio Regional Depository (non-contributed items)
	Selects and purchases library materials to support the curriculum and research needs of the University

### Summary

**Check one of the following:**

	I have performed the preponderance of my core duties satisfactorily.
	I have not performed the preponderance of my core duties satisfactorily.

### Comments

[enter comments here]

### Signature/Date

Name	
Date	



## **Appendix B: Merit Guidelines Application Worksheet w/Merit Categories and Activity Points**

# **Faculty Merit Guidelines Form**

## **Merit Application Worksheet**

Each activity in the three Merit Categories listed below is accompanied by the points it is worth, as well as any restrictions or caps on the number of points that can be accumulated for that activity.

Points taken for activities indicating a range (e.g. 1-6) are based on the amount of time and effort invested, complexity, and overall impact of the activity.

<b>WORK CORE RESPONSIBILITIES OVERVIEW</b>	<b>POINTS AVAILABLE</b>	<b>Total Points</b>	<b>COMMENTS</b>
<b>Faculty</b>			
Satisfactorily meets the preponderance of the minimum core functions of one's job.	Point Distribution: 18—Work		
Unsatisfactorily meets the preponderance of the minimum core functions of one's job.	Point Distribution: 1—Work		
<b>WORK</b>	<b>POINTS AVAILABLE</b>	<b>TOTAL PTS</b>	<b>COMMENTS</b>
Library initiative or program --Initiator, Coordinator --Participant	5 pts each 3 pts each		
Created new LibGuides, instructional tutorials, videos, or Brightspace modules	5 pts each		
Created new finding aids in various formats	3 pts each		
Secured additional funding (incl. Friends of Lib. library funding grants, excluding individual grants for research [See Scholarship])	4 pts each		
Offer workshop sessions/training to library faculty and staff	5 pts each new 1-4 pt each		
Offered workshop sessions/training to university community	6 pts (each unique)		
Made extensive updates or edits to LibGuides, instructional tutorials, videos, or Brightspace modules	1-4 each		
Organized exhibits/book displays	4 pts each		
Partnered with University Depts. to develop base collection for new academic programs	6 pts (each instance)		
Created or revised name or subject authority records and contribute the records to the national name authority database	1 to 6 pts		
Served as Program for Cooperative Cataloging (PCC) or authority funnel Coordinator	10 pts		
Developed, edited, and/or revised departmental documentation (procedures, policies, projects)	1 to 6 pts		
Planned, implemented, and/or documented procedures or polices to streamline workflow--Internal departmental use	3 pts each		

Planned, implemented, and/or documented procedures or policies to streamline workflow-- Cross-departmental work	5 pts each		
Added administrative responsibilities	4 pts (each)		
Added projects (assigned by Chair, Division Head, Dean)	4 pts (each project)		
Served as RTP mentor	3 pts each		
Received an Award	5 pts each		
Other Accomplishments in Collection Mgmt. (specify)	1 to 5 pts each		
Other Accomplishments in Cataloging (specify)	1 to 5 pts each		
Other Accomplishments in Instruction (specify)	1 to 5 pts each		
Other Accomplishments in Archival Services / Special Collections (specify)	1 to 5 pts each		
Other Accomplishments in Systems (specify)	1 to 5 pts each		
Other Accomplishments in Electronic Resources (specify)	1 to 5 pts each		

**TOTAL POINTS EARNED**

\_\_\_\_\_

**Award of Professional Development Leave**

See Guidelines,  
Section II, E, 1

\_\_\_\_\_

SCHOLARSHIP – NOTE: Publications can be counted when notified of acceptance but not counted again upon publication. For new faculty in their first two years of merit evaluation, their score for Scholarship will be either their own earned score or Satisfactory (5 points), whichever is higher.	POINTS AVAILABLE	TOTAL PTS	COMMENTS
Journal articles, Refereed	8 pts each		
Journal articles, Non-refereed	4 pts each		
Magazine/newsletter articles	2 pts each		
Editor, journal or magazine	8 pts each		
Editor, journal issue or magazine issue	5 pts each		
Editor, regular column in journal or magazine	5 pts each		
Conference presentation or paper, State	5 pts each		
Conference presentation or paper, National	8 pts each		
Conference presentation or paper, International	10 pts each		
Conference panel discussion member	3 pts each		
+ Moderator	1 pt each		
Poster session	4 pts each		
Books, Authored	15 pts each		

Books, Co-Authored	10 pts each		
Books, Edited	1 to 10 pts each		
Books, Chapter Author/Co-Author	8 pts each		
Reviews, Short	1-4 reviews = 3 pts; 5+ reviews, add 3 pts. -- Max. 6 pts per year		
Published review article (1000 words plus)	4 pts each		
Blind reviewer for journal	4 pts each		
Encyclopedia entry (short)	4 pts each		
Encyclopedia entry (1000+ words)	6 pts each		
Grants (specify your level of participation to justify points assigned)	1-10 pts each		
Formal education, Degree	4 pts		
Formal education, Certificate	3 pts each		
Formal education, Course	1 pt. per credit hour		
Receive an Award	5 pts each		
Other Accomplishments in Scholarship (specify)	1 to 10 pts each		

#### TOTAL POINTS EARNED

#### Award of Professional Development Leave

See Guidelines,  
Section II, E, 1

If a faculty member is in first 2 merit evaluations, and earned score is less than 5, adjust score up to 5.

		Adjusted Score	
SERVICE	POINTS AVAILABLE	TOTAL PTS	COMMENTS
For new faculty in their first two years of merit evaluation, their score for Service will be either their own earned score or Satisfactory (5 points), whichever is higher.			
Faculty Senator	5 pts		
Faculty Senator + Executive Committee	Add 5 pts to above		
Faculty Senator + Chair of Senate	Add 5 pts to above		
Faculty Senator + Secretary of Senate	Add 5 pts to above		
University committee, task force, or pool (e.g., CCTC, CRC, Hearing Board Pool, etc.)	5 pts (for each committee, etc.)		
University-wide committee... + Officer	Add 5 pts to above		
Officer, position-holder, or active membership in University chapter of national/state/regional organization (e.g., AAUP, Women in Higher Education)	5 pts (for each office, etc.)		
Other substantial University service (e.g., advisor to student group, residence hall volunteer, etc.)	5 pts (for each activity, etc.)		
One-time activity (e.g., participation in student/parent welcome program)	2 pts (for each activity, etc.)		

Membership on UL committee, task force, working group	5 pts (for each committee, etc.)		
Membership on UL committee... + Officer	Add 5 pts to above		
Regional/local library or job/specialty-related organization Committee	4 pts (for each committee, etc.)		
Regional/local library or... + Officer	Add 5 pts to above		
Regional/local library or... Board	4 pts		
Regional/local library or... Conference organizer/director	5 pts		
State-wide library or job/specialty-related organization Committee	5 pts (for each committee, etc.)		
State-wide library or... + Officer	Add 5 pts to above		
State-wide library or... Board	5 pts		
State-wide library or... Conference organizer/director	5 pts		
National/international library or job/specialty-related organization Committee	5 pts (for each committee, etc.)		
National/international library or... + Officer	Add 5 pts to above		
National/international library or... Board	5 pts		
National/international library or... Conference organizer/director	6 pts		
Mentoring (specify)	3 pts each		
Community activity or active contribution, One-time/short-duration	2 pts (for each activity, etc.)		
Community activity or active contribution, Ongoing/long-duration	3 pts (for each activity, etc.)		
Teach Library Science or Subject Course (limit of 3 courses per semester)	3 pts each		
Supervise practicum student	5 pts each		
Supervise intern	5 pts each		
Receive an Award	5 pts each		
Other Accomplishments in Service (specify)	1 to 10 pts each		

**TOTAL POINTS EARNED**

**Award of Professional Development Leave**

See Guidelines,  
Section II, E, 1

If a faculty member is in first 2 merit evaluations,  
and earned score is less than 5, adjust score up to  
5

**Adjusted Score**

**Appendix C: Associate Dean's Evaluation Worksheet**

Faculty Member Evaluated: \_\_\_\_\_

**Core Job Responsibilities: Points**

Satisfactory on a Preponderance of Core Duties 18 pts \_\_\_\_\_

Unsatisfactory on a Preponderance of Core Duties 1 pts \_\_\_\_\_

**Comments/Suggestions for Improvement:**

**Merit Categories Points**

**WORK**

Points Adjusted for Work Categories:

- Develop, edit, and/or revise departmental documentation including (procedures, policies, projects) \_\_\_\_\_
- Other Accomplishments in Archival Services \_\_\_\_\_
- Other Accomplishments in Cataloging \_\_\_\_\_
- Other Accomplishments in Collection Mgmt. \_\_\_\_\_
- Other Accomplishments in Electronic Resources \_\_\_\_\_
- Other Accomplishments in Instruction \_\_\_\_\_
- Other Accomplishments in Reference \_\_\_\_\_
- Other Accomplishments in Systems \_\_\_\_\_

Comments:

**SCHOLARSHIP**

Points Adjusted for Scholarship Categories:

- Other Notable Accomplishments in Scholarship \_\_\_\_\_

Comments:

--

**SERVICE**

Points Adjusted for Service Categories:

- Other Notable Accomplishments in Service

\_\_\_\_\_

Comments:

--

**Signature/Date**

Name	
Date	

## Appendix D: Merit Evaluation Criteria

**Table 1.1.** The Merit guidelines in the Contract specify that faculty members are to be ranked on a scale from 1 to 5, with 1 being “Unsatisfactory” and 5 being “Extraordinary”. To translate the point totals to the 1 to 5 scale, use the following table:

	Unsatisfactory	Satisfactory	Meritorious	Outstanding	Extraordinary
	1	2	3	4	5
WORK	1-12	13-24	25-36	37-48	49-Infinity
SCHOLARSHIP	1-4	5-8	9-12	13-16	17-Infinity
SERVICE	1-4	5-8	9-12	13-16	17-Infinity

**Table 1.2.** Further breakdown for each category to 2 decimal places is as follows:

WORK								
Rank	Points	Rating	Rank	Points	Rating	Rank	Points	Rating
Unsatisfactory 1-12 pts.	1	1.00	Meritorious 25-36 pts.	25	3.00	Extraordinary 49+ pts.	49	5.00
	2	1.09		26	3.09		50+	5.00
	3	1.18		27	3.18			
	4	1.27		28	3.27			
	5	1.36		29	3.36			
	6	1.45		30	3.45			
	7	1.54		31	3.54			
	8	1.63		32	3.63			
	9	1.71		33	3.71			
	10	1.80		34	3.80			
	11	1.89		35	3.89			
	12	1.98		36	3.98			
Satisfactory 13-24 pts.	13	2.00	Outstanding 37-48 pts.	37	4.00			
	14	2.09		38	4.09			
	15	2.18		39	4.18			
	16	2.27		40	4.27			
	17	2.36		41	4.36			
	18	2.45		42	4.45			
	19	2.54		43	4.54			
	20	2.63		44	4.63			
	21	2.71		45	4.71			
	22	2.80		46	4.80			
	23	2.89		47	4.89			
	24	2.98		48	4.98			
SCHOLARSHIP or SERVICE								
Rank	Points	Rating	Rank	Points	Rating			
Unsatisfactory	1	1.00	Meritorious	9	3.00			
	2	1.25		10	3.25			
	3	1.50		11	3.50			
	4	1.75		12	3.75			
Satisfactory	5	2.00	Outstanding	13	4.00			
	6	2.25		14	4.25			
	7	2.50		15	4.50			
	8	2.75		16	4.75			
				Extraordinary	17	5.00		
					18+	5.00		

**Table 1.3.** Example of scoring breakdown

<b>SCORING EXAMPLE</b>	<b>CORE RESP. PTS.</b>	<b>TOTAL MERIT PTS.</b>	<b>TOTAL CORE+ MERIT</b>	<b>CATEGORY SCORE EQUIV.</b>	<b>Category Score times Weighting</b>
Work	18	27	45	4.71	$4.71 * 0.60 = 2.83$
Scholarship		19	19	5.00	$5.00 * 0.20 = 1.00$
Service		44	44	5.00	$5.00 * 0.20 = 1.00$

The Contract guidelines are also quite specific in that the lowest score a faculty member can receive in the merit evaluation is 1 (Unsatisfactory) on the 1-to-5 scale. Thus, in the library guidelines, the lowest score faculty can receive on the point scale is 1 point. To receive merit pay, faculty must add points from this starting point and at least reach the level of Satisfactory (total 23 points in the three categories of Work, Scholarship, and Service).

Note: Points to Rating breakdown provided by Associate Dean Phyllis O'Connor, 11/15/2011.