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**DATE:** May 14, 2007

**TO:** Elizabeth J. Stroble  
Sr. Vice President, Provost and C.O.O.

**FROM:** Ronald F. Levant  
Dean

**RE:** Merit Guidelines

The attached merit guidelines have been approved by the faculty of the Department of physics on May 14, 2007.

I have approved all attached guidelines and criteria.

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

*R. Mallik*

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

*5/14/07*

\_\_\_\_\_  
Date

*R. Levant*

\_\_\_\_\_  
Dean

*5/15/07*

\_\_\_\_\_  
Date

*Y. Stroble*

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

*5/14/07*

\_\_\_\_\_  
Date

## Department of Physics Merit Raise Policy

Revised and approved by bargaining unit members on 5/8/2007  
Revised 5/14/2007

Bargaining unit faculty members in the Department will be evaluated in the areas of teaching, research, and service, based on performance over the previous three academic years, where appropriate. In each area, the performance will be rated on a scale of 1 to 5, rounded to the nearest tenth of a point. For each faculty member, the ratings in the three areas will be combined into a weighted average reflecting the faculty member's entire range of activities. The merit raise will be based on this final combined performance rating in accordance with the current Collective Bargaining Contract.

1. For tenure-track and tenured faculty, the performance weights are 40% for teaching, 40% for research, and 20% for service. There is no implication that faculty merit weights will in any way reflect the faculty member's load.
2. College Lecturers will have a teaching weight of 100%. Instructors will have performance weights 80% for teaching, 10% for research, and 10% for service.
3. A Merit Recommendation Committee will assess each bargaining unit member according to the criteria outlined below, and will submit written recommendations to the Department Chair. The Merit Recommendation Committee will be composed of 3 bargaining unit members. Committee members will be selected on a rotating basis from all bargaining unit members and will serve staggered three-year terms.
4. **Teaching evaluation**
  - a) The merit rating for teaching is determined through the following point system, which is based on student evaluations and other assessments, as well as additional activities:

Category	Minimum 3-year average points
2 Satisfactory	20 points
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

- b) Each bargaining unit member that completes the following activities shall be awarded 20 points for the three-year period.
      - Meet with all regularly scheduled classes on a regular basis and not miss classes except for sickness or approved absence.
      - Hold regularly scheduled office hours, at least one hour per course per week.
      - Distribute a course syllabus for each course being taught.
      - Conduct final exams (type to be determined by instructor) during the exam week.



- Conduct teaching evaluations for each course.
- c) Student evaluations of teaching  
Merit points are determined by computing the average of the student evaluations (using the “Overall Excellence of Teacher” rating on the IDEA evaluation forms, on a 1 to 5 scale with 1 being low and 5 being high) for all courses taught during the three year evaluation period, and multiplying that average by 4.5. For example, a faculty member who is rated as 3.0 out of a possible 5.0 on average over the three-year evaluation period earns a total of 13.5 merit points.
- d) Additional teaching activities  
Merit points for additional teaching activities will accrue per year according to the following table and will be averaged over the three-year period. For example, a faculty member who earns 7 points in year 1, 5 points in year 2, and 6 points in year 3 earns a total of 6 merit points for additional teaching activities. Teaching activities are self reported and prorated where appropriate. The maximum number of points for additional teaching activities is 15.

1	Directing 26X or 29X lab, per semester
1	Teaching additional course, per credit
1	Teaching a course for the first time, per course
0.2 – 0.5	Regular help sessions for students, per semester, depending on frequency
0.1, 0.2	Writing and grading CUM/qualifying exams (PhD students), per exam (0.1 for an exam with up to 5 students; 0.2 for more than five students)
	<b>Supervising students in research</b>
	<b>Undergraduate student</b> research and high-school student research
1	Completed research with student presentation or honor thesis, per student (this includes summer interns, REU or equivalent)
0.1	Supervision of undergraduate students, per student per semester
0.1	Supervision of high-school students, per student per semester
	<b>M.S. student</b> research*
2.0	Director of masters thesis of M.S. students graduating with finished thesis, per student
0.3	Research advisor of M.S. students, per student per semester
	<b>Ph.D. student</b> research*
4.0	Director of dissertation of PhD students graduating with completed dissertation, per student
0.3	Research advisor of Ph.D. students, per student per semester
	<b>Postdoctoral mentoring</b>
1	One-time merit per postdoc
	<b>Teaching Innovations</b>
1.0	New course developed and offered; per course
0.1, 0.2	New labs developed; per lab (0.1 for 1XX-2XX labs, 0.2 for Intermediate and Advanced lab)
0.2	Introducing new teaching techniques (such as WebCT, PRS, PowerPoint, etc.) or new textbook in the classroom for the first time

	<b>Professional development in teaching</b>
0.1 – 1.0	Participation in professional development activities such as offered by the American Association of Physics Teachers and the Institute of Teaching and Learning, per activity
	<b>Honors and awards in teaching</b>
0.5 – 1.0	University or external teaching award, per award

\* Additional points are available only to bargaining unit faculty who are not claiming credit banking points for these student research activities.

- e) If a teaching activity is not included in the list, the Merit Recommendation Committee shall make a recommendation to the Department Chair as to the point value of the activity; the Department Chair will make the final determination.
- f) The Department Chair may adjust the point total by at most 8% based on quality factors.

## 5. Research evaluation

- a) The merit rating for research is based on the following point system:

Category	Minimum 3-year average points
2 Satisfactory	20 points
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

- b) Each bargaining unit member that satisfies the following shall be awarded 20 points for the three-year period.
  - Scholarly activity necessary to remain current in his/her discipline, indicated by maintaining Graduate Faculty I status.
- c) Merit points will accrue per year according to the following table and will be averaged over the three-year period. For example, a faculty member who earns 20 points in year 1, 24 points in year 2, and 16 points in year 3 earns a total of 20 merit points for research activities. Research activities are self reported and prorated where appropriate.

	<b>Publications*</b>
15	Monograph and text books, per monograph or book×S*
7	Refereed review articles, per article×S*
5	Refereed book chapters, per chapter×S*
5	Refereed journal article, per article×S*
5	Refereed proceedings, per article×S*
0.3	Citations by others of your work, per citation number×S*, restricted to



	publications from the last ten years; the maximum number of merit points from citations is 5
1	Unrefereed articles (published, archived or proceedings), per article $\times S^*$
	<b>Research presentations*</b>
5	Invited presentation at National/International meetings, per talk $\times S^*$
1	Invited presentation at universities and local meetings, per talk $\times S^*$
1	Contributed presentation at National/International meetings, per talk $\times S^*$
0.5	Contributed presentation at universities and local meetings, per talk $\times S^*$
	<b>Grants</b> (total share of the grant divided by the number of years)
5	Equipment only grants, e. g. NSF-MRI, per \$100K
5	Other grants, excluding funds for salary and student support, per \$60K
5	Other grants, funds for salary and student support, per \$20K
1, 2	Submitted proposals, per internal proposal $1 \times S^*$ , external proposal $2 \times S^*$
	<b>Patents*</b>
2	Patents submitted, per patent $\times S^*$
5	Patents awarded, per patent $\times S^*$
	<b>Awards and Honors related to scholarship</b>
1 – 8	Research award, per award, for example 1 for a College Award, 8 for becoming a fellow of the American Physical Society

\* For each publication, presentation, submitted proposal, patent, or cited publication, the bargaining unit (BU) member reports a contribution factor  $S$ . This self-reported contribution factor is a number between 0 and 1 and reflects the fraction of the work contributed by the BU member and his/her students. For example, if a BU member and his/her students contributed 50% to a published refereed journal article, this article earns the BU member 2.5 research merit points for the year it was published.

- d) If a research activity is not included in the list, the Merit Recommendation Committee shall make a recommendation to the Department Chair as to the point value of the activity; the Department Chair will make the final determination.
- e) The Department Chair may adjust the point total by at most 8% based on quality factors.

## 6. Service evaluation

- a) The merit rating for service is based on the following point system:

Category	Minimum 3-year average points
2 Satisfactory	20 points
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

b) Each bargaining unit member that completes the following activities shall be awarded 20 points for the three-year period.

- Regular attendance (80% or more, including approved absences) and participation in departmental meetings.
- Satisfactory service on one departmental committee and satisfactory performance of departmental duties (for example taking your turn attending graduation, etc.)

c) Merit points will accrue per year according to the following table and will be averaged over the three-year period. For example, a faculty member who earns 20 points in year 1, 24 points in year 2, and 16 points in year 3 earns a total of 20 merit points for service activities. The list is not intended to be comprehensive, because of the great variety of possible service activities, but is representative of typical service duties. The guiding principle is that points should be awarded based on the level of effort involved as well as the level of importance of the activity. Service activities are self reported and prorated where appropriate.

	<b>Local Service committees*</b>
2 – 4	Member of active department committee, per additional* committee
3 – 6	Chair of active department committee, per committee
3	Member of departmental search committee, per additional* committee
6	Chair of departmental search committee, per committee
3 – 4	Member of College/University committee
3 – 6	Chair of College/University Committee
	<b>Other Local Service</b>
3 – 5	Service as departmental officer, such as recorder (5 points), graduate or undergraduate student advisor (3 points), TA assigner (5 points)
	Other activities – suggest points based on time involved (e.g. web service, participation in UA scholarship interviews, majors and career days, etc.)**
	<b>Professional Service</b>
1	Manuscripts or book chapters reviewed, per manuscript or book chapter, capped at 20 per year
1 – 3	Grant proposals reviewed, per proposal, for example 3 points for an NSF proposal, 1 point for an OSC proposal
1 – 3	Editorial Board membership, per membership
1 – 3	Service in Professional Societies*** (AVS, APS, SPIE, etc.) per year
	<b>Discipline Related Community Service</b>
	Discipline related community service – suggest points based on time involved** (for example science fair judge)

\* To count for committee service, that committee must have met at least once during the year and you must have participated in that meeting. Serving on one departmental committee is required (see 6.b above); merit accrues for serving on additional departmental committees and for serving as chair.



\*\* For community service or other activities, we suggest as a guideline, 2 points per entire day involved in the activity.

\*\*\* For example, chairing a session at a conference, serving on an advisory committee for a session or conference, serving as an officer in a professional society (just being a member of a scientific organization does not count for service).

- d) If a service activity is not included in the list, the Merit Recommendation Committee shall make a recommendation to the Department Chair as to the point value of the activity; the Department Chair will make the final determination.
  - e) The Department Chair may adjust the point total by at most 8% based on quality factors.
- 7. The Merit Recommendation Committee will make recommendations of ratings for faculty members to the Department Chair. The overall rating will then be determined by the Department Chair.
  - 8. A written explanation of the rating will be given by the Department Chair to each bargaining unit member. A bargaining unit member will be given the opportunity to meet with the Department Chair to discuss the assessment.
  - 9. A faculty member on professional development leave (PDL), extended sick leave, family leave, leave of absence, or who has not been here for three consecutive years, shall negotiate with the Department Chair as to how the absence will be integrated into the three year performance evaluation. The Department Chair may consult with the Merit Recommendation Committee during these negotiations.
  - 10. This merit raise policy may be modified by majority vote of bargaining unit faculty in the department. Modifications must be approved by the Department Chair, Dean and Provost.
  - 11. Special provisions for the first time (2007) these merit guidelines are applied:
    - a) The salary advisory committee will be formed by all bargaining unit members in 2007 only; in all subsequent years the salary advisory committee will be composed of three BU members, as specified in 3. on page 1.