

MEMORANDUM

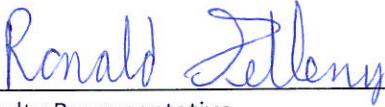
TO: Elizabeth J. Stroble
Senior Vice President, Provost and C.O.O.

FROM: Chand Midha
Dean, College of Arts and Sciences

DATE: March 12, 2009

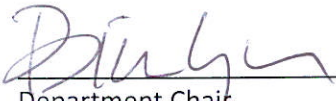
RE: Merit Review Guidelines

The attached Merit review guidelines have been approved by the faculty of the Department of Political Science on January 29, 2009. I have approved the attached guidelines.



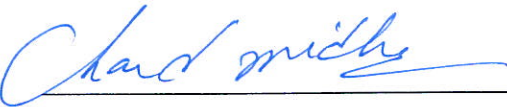
Faculty Representative

March 12, 2009
Date



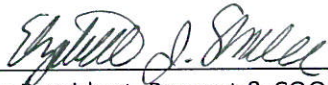
Department Chair

March 12, 2009
Date



Dean

3/13/09
Date



Senior Vice President, Provost & COO

3/15/09
Date

Merit Pay Allocation Process and Criteria
Department of Political Science
February 2009

Merit pay decisions are made by the department chair, on the basis of information provided by faculty in their annual reports according to the criteria established below, and with advice provided by the Department Salary Advisory Committee prior to the Chair's decision. Department faculty are encouraged to utilize the categories and criteria established here in their preparation of their Annual Reports.

The Salary Advisory Committee (SAC) will be made up of two tenured faculty members, chosen by lot. No one can serve a second term until everyone has served once. Every two years the SAC will review the merit pay criteria to determine if there is any need to recommend revisions, and if needed, these recommendations will be taken to the department faculty as a whole for consideration. Any changes approved by the faculty will take effect after approval by the chair, the dean, and the Provost.

Each year, the Chair will use the criteria below to calculate an annual score for each faculty member in research, teaching and service. In research only, the Chair will also calculate a three-year average score, automatically using the higher of the two research scores for the purposes of merit allocation decisions. Faculty on non-medical leave (Professional Development Leave, Fulbright, etc) will earn the department average for service and teaching for the time they are on leave and their research productivity will be measured using the same weights as everyone else. For faculty on medical leave, the chair, with advice provided by the SAC and according to university rules, will decide on a case-by-case basis how to calculate the three-year average.

Finally, we recommend that the chair shield new hires from committee work for their first two years (reducing their service load, not eliminating it, because the service weight cannot be zero) and propose allowing the chair to calculate the service score for new hires as the higher of their individual score or the department average service score for their first two years with the department.

These guidelines and the three part "Merit Pay Weights" that follow this paragraph apply to probationary faculty during their entire probationary period and to tenured faculty. These weights apply to Instructors, Assistant Professors, Associate Professors, and Full Professors. College Lecturers will be assessed on the basis of teaching alone, using only the criteria identified in Section 2 below, "Weighing Teaching Values."

Merit Pay Weights

The Chair will use the criteria below and allocate merit increases based on the following:

Research	50%
Teaching	30%
Service	20%

As stipulated in the collective bargaining agreement, any faculty member with an average "overall score of less than 2 points shall be considered unsatisfactory and shall disqualify the bargaining unit member from participation in the merit pool." (Article 14, Section 8c)

Specific Merit Pay Criteria by Category

1. Weighing Research Values

*Category 1.A**

Points Scholarship

- 21-24 New Scholarly Book
- 10-12 Article in a peer-reviewed journal**
- 6-8 Article/chapter in a peer-reviewed edited volume**
- 6-8 New Textbook
- 5-6 Edited volume of original articles (without/with contribution)
- 4-5 Edited volume of published articles (without/with contribution)
- 4-5 New edition of a book (Minor Update/Significant Revision)
- 3-4 Funded research grant (Less than 50K/Over 50K)
- 3-4 Article in a non-peer-reviewed journal or research reports
- 3-4 Article in non-peer-reviewed edited volume
- 2-3 Book review essay, Book Review, Conference paper
- 1-2 Unfunded research grant proposals submitted

*In each subcategory of 1.A a faculty member may earn as many points as justified by separate pieces of scholarship. For instance, two scholarly books will be worth 48 points.

**The only relevant criterion here is whether or not an article appears in a peer-reviewed publication. It may, for instance, be an electronic or traditional journal (or volume), as long as the selection process is through peer-review.

Correlating Total Values with the Scale in the Collective Bargaining Agreement:

- 5 Extraordinary = 20 or more points
- 4 Outstanding = 15-19 points
- 3 Meritorious = 10-14 points
- 2 Satisfactory = 5-9 points
- 1 Unsatisfactory = 0-4 points

2. Weighing Teaching Values

*Category 2.A**

Points Innovation and Workload in the Classroom

- 6-8 Implementing a major classroom innovation (Such as using *Springboard* assessment tools to support program assessment), experimentation with new and innovative teaching techniques, participation in teaching conferences (such as those at ITL), or earning recognition for excellence in teaching;
- 4-8 Serving as a chair for Comprehensive Exam, *Essay of Distinction*, Dissertation, or Portfolio defense committees, or creation of new courses, or carrying an overload of courses, or more than one new preparation per term;
- 2-3 Serving on Comprehensive Exam, *Essay of Distinction*, Dissertation, or Portfolio defense committees, or mentoring Internships;
- 1 Other evidence of innovation in the classroom.

* In each subcategory of 2.A a faculty member may earn no more than the maximum shown. For instance, all activities related to ITL/teaching conferences together may add up to a maximum of 8 points total.

Category 2.B

*Points Student Evaluations of Our Teaching**

- 10 Average annual score greater than 4.0
- 8 Average annual score greater than 3.5
- 5 Average annual score greater than 3.0
- 3 Average annual score greater than 2.5
- 1 Average annual score greater than 2.0

*Using the index the department currently constructs from the *IDEA* form. These numbers are the maximum one can earn in each category. For faculty who carry a 2-3 teaching load or higher, when calculating the teaching merit award the scores for the one course with the lowest scores will be automatically dropped.

Correlating Total Values with the Scale in the Collective Bargaining Agreement:

- 5 Extraordinary = 20 or more points
- 4 Outstanding = 15-19 points
- 3 Meritorious = 10-14 points
- 2 Satisfactory = 5-9 points
- 1 Unsatisfactory = 0-4 points

3. Weighing Service Values

*Category 3.A**

Points Service Category

- 1 Service on Department, College, University Committees
- 2-3 Serving as Chair on Department, College, University Committees
- 2-3 Representing the Department on Buchtel College Council
- 2-3 Serving on Faculty Senate
- 1-2 Participation in Department, College, University Co-curricular Events
- 2-3 Leadership Role in Organizing Department, College, University Co-curricular Events

*Each individual committee/service activity earns up to 3 points. For example, service on two department committees will count as 2 points. However, those

earning points for service as a chair or in a leadership role cannot also earn points for serving as members of the same committee/event.

*Category 3.B**

Points Service Category

- 4-8 Community Outreach related to our discipline : campaign work, speaking with media, advising community groups, leadership role in community organizations (such as the Akron Roundtable)
 - 4-5 Serving as Graduate Program Director
 - 2-5 Manuscript Review for scholarly journals
 - 4-5 Serving as Editor for a scholarly journal
 - 3-4 Serving on an Editorial Board for a scholarly journal
 - 2-3 Serving on a Community Board/Serving as an Officer on a Community Board
 - 2-4 Public Speaking (<5/5-10/>10)
 - 2 Membership in Academic Professional Associations
 - 1 Membership in Non-Academic Professional Associations
 - 1 Community Outreach (working with community groups in significant manner)
- *Each amount in this category is a maximum number of points that can be earned for that activity. For instance, two professional associations does not equal 4 points.

Correlating Total Values with the Scale in the Collective Bargaining Agreement:

- 5 Extraordinary = 20 or more points
- 4 Outstanding = 15-19 points
- 3 Meritorious = 10-14 points
- 2 Satisfactory = 5-9 points
- 1 Unsatisfactory = 0-4 points