

**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**

February 21, 2007

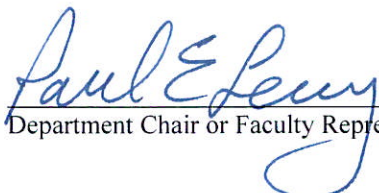
TO: Elizabeth J. Stroble  
Senior Vice President, Provost and Chief Operating Officer

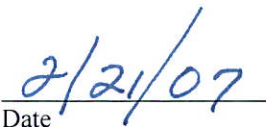
FROM: Ronald F. Levant  
Dean, Buchtel College of Arts and Sciences

RE: **Merit Salary Guidelines and Criteria**

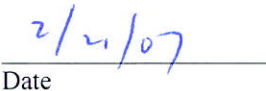
The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of Psychology on February 15, 2007. I have approved all attached guidelines and criteria.

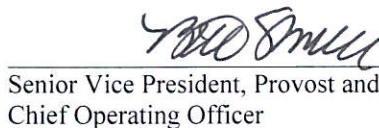
If you concur, we ask that you also approve the guidelines and criteria.

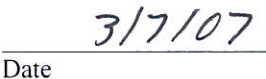
  
\_\_\_\_\_  
Department Chair or Faculty Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

## Merit Policy

Department of Psychology Merit Policy as approved by the Bargaining Unit Faculty on February 15, 2007. The bargaining unit members recognized that this policy may need to be revisited for future merit decisions.

The department's merit policy was not developed with the inclusion of differential weights for dimensions, but beginning with the 2006-2007 evaluation period, the bargaining unit has agreed to allow bargaining unit members to request differential weightings, subject to the approval of the department chair. The default weightings for the bargaining unit are: Research 55%, Teaching 35%, and Service 10%. Given the goals and aspirations of the Psychology Department, bargaining unit members who request differential weightings typically should request weights of no less than 30% for Research, 25% for Teaching, and 10% for Service. Bargaining unit members who desire differential weights should make a written request to the department chair by the end of the 10<sup>th</sup> week of the spring semester *preceding* the academic year for which differential weights are to be applied. Requests for the 2006-2007 year, however, will be due within two weeks of approval of this revised merit policy. The chair will consider this written request and may discuss it with the bargaining unit member prior to making his or her decision. The chair's final decision must be made by the beginning of the academic year for which differential weights are requested. Because weights reflect both individual and departmental goals, it would be expected that differential weighting patterns will be relatively stable across years.

### Policy Overview:

- 1) We will use the basic structure of our merit policy and apply it to all faculty including probationary faculty for the merit decisions to be made for 2006-2007 compensation as stipulated in Article 16, Section 4 of the AAUP contract. This includes using a 3-year rolling average approach which is consistent with the rules stipulated by Article 16.
- 2) The bargaining unit members approved ranges for research, teaching, and service that link our merit criteria (see below) to the 5 point system stipulated in the AAUP contract.
  - (a). The research ranges are the following: Less than 3 research points per year is a 1 = "Unsatisfactory;" 3 or more research points up to and including 7.49 research points is a 2 = "Satisfactory;" 7.5 research points or more up to and including 15.49 is a 3 = "Meritorious;" 15.5 research points or more up to and including 23.49 is a 4 = "Outstanding;" 23.5 research points or more is a 5 = "Extraordinary".
  - (b). The approved teaching ranges (based on all courses taught by a faculty member during the course of the year) are: An average raw score on the three specified IDEA items of less than 3.0 is a 1; an average raw score between 3.0 and 3.49 (inclusive) is a 2; an average raw score between 3.5 and 3.99 (inclusive) is a 3; an average raw score between 4.0 and 4.49 (inclusive) is a 4; and an average raw score of 4.5 or greater is a 5.
  - (c). Service points from 0 to 3 are assigned for faculty members' departmental, university, national and community service activities. These points are summed across the four categories and the approved service point ranges are: under 3 points per year is a 1



“Unsatisfactory;” 3-4 points is a 2 “Satisfactory;” 5-6 points is a 3 “Meritorious;” 7-8 points is a 4 “Outstanding;” and 9-12 points is a 5 “Extraordinary.”

Research (guiding principles are quality and visibility in field of psychology)–55%

- The point values for the journal categories (as defined in the department's Journal Rankings document) are: Level 5=11, Level 4=8, Level 3=5, Level 2=2, and Level 1=1, respectively. These point values reflect the points assigned to a first or second author, with the complete point distribution by authorship position summarized in Table 1.
- Authorship position has implications for merit point values. Distinctions are made for serial positions 1 or 2 vs. 3 or 4 vs. 5 or higher. In general, for a Level 4 publication, first or second authors are assigned 8 points, third or fourth authors are assigned 6 points, and fifth or sixth authors are assigned 4 points. The attached chart shows how this system plays out for the various publication levels. The system is meant to support faculty collaboration within the department and outside of it, but also to recognize that in teams of 3 or more collegial authors, not all authors contribute equal effort--with the primary authors typically bearing most of the burden. The tabled guidelines represent the default decisions regarding merit point values for annual faculty research activity. Faculty may petition the merit committee for special consideration of a particular publication they believe deserves to be evaluated outside of these guidelines. Documentation should be provided with such petitions, which shall be included with the committee's recommendation to the chair.
- Presentations which are substantive contributions to the field (i.e., not serving as a chair or facilitator of a symposium or roundtable) at national conferences are worth 1 point; those at state or regional professional conferences are worth ½ point. International conferences are considered on a case by case basis.
- Scholarly book reviews, article reviews and similar critical comment pieces fall under Level 1 and merit 1 point.
- An annual 3 point cap will be used for Level 1 publications and all presentations combined.
- Book chapters default to Level 2 status unless they are published in particularly prominent, influential and peer-reviewed edited volumes (faculty in each area are responsible for identifying such volumes and their appropriate level). Default book chapters are included in an expanded cap of 7 points along with Level 1 publications and presentations.
- Books are evaluated on an individual basis with the emphasis being on the extent to which the text makes a scholarly contribution and enhances departmental visibility (e.g., textbooks). Credit for editing a book and writing a trade book typically is less than for the previous two types, and text revisions merit ½ of the original point allocation (adjusted for the point system used at the time). Past precedents suggest that a scholarly text or high visibility textbook might merit approximately twice the value of a Level 4 publication.
- Grant authors of financially substantive (i.e., total amount over 50K) grant proposals receive 1 point, with a maximum of 2 points assigned per year. Revisions of previous

proposals may receive points if the PIs/authors document the substantive nature of the revision.

- Funded external grants and contracts receive point values based on the annual total dollars brought to the department, as long as they include substantive GA support, indirect costs and/or buyout dollars for the department. Specifically, annual total funding to the department by a faculty member of \$100,001-150,000=16 points, annual total funding to the department by a faculty member of \$50,001-100,000= 12 points, annual total funding to the department by a faculty member of \$25,001-50,000=8 points, and annual total funding to the department by a faculty member of \$10,000-\$25,000 =5 points. Multi-year grants accrue merit points based on the annual award amounts to the department over the life of the grant. When there are Co-PIs or other authors listed on the grant, the credit will follow the pattern of the guidelines adopted for articles (see Table 2). For a faculty member who is not a PI/author, but whose substantive participation provides salary buyout dollars or indirect cost money to the department, merit will be assigned as if she or he held PI/author status. Further, in such a case, the total number of such contributing personnel will be ascertained in order to judge the faculty member's level of contribution.
- In every case, the above guidelines represent the default decisions regarding merit point values for annual faculty research activity. Faculty may petition the merit advisory committee for activities they believe deserve special consideration. Documentation should be provided with such petitions, which shall be included with the committee's recommendation to the chair.

#### Teaching-35%

- We will continue to use a set of items from our departmental evaluation instrument (i.e., 17: Overall, I rate this instructor as an excellent teacher; 18: Overall, I rate this course as excellent; 27: I would rate the instructor's teaching effectiveness relative to other University of Akron instructors).
- In classes in which the instructor of record acts as a coordinator (e.g., Introduction to Psychology), the evaluation for that instructor will be based on his/her coordination duties (as reflected by the IDEA ratings of the teachers that are supervised).
- The above guidelines represent the default decisions regarding merit point values for annual faculty teaching activity. Faculty may petition the merit advisory committee for activities they believe deserve special consideration. Documentation should be provided with such petitions, which shall be included with the committee's recommendation to the chair.
- The department commits to exploring further how learning outcomes and other measures of teaching quality can be considered in this merit system in the future.



### Service--10%

- Service is evaluated in the departmental (e.g., committee work, special projects), university (e.g., committee work, elected offices), national professional (e.g., editorial review work, committee work, elected office), and community (e.g., community agency board service, pro bono service provision) domains. Evaluation of faculty service activities in each of these domains is based on documentation submitted by each faculty member to the department's advisory committee. The advisory committee will rate each faculty member's service in each of the four domains on a 0 to 3 scale where 0 represents "none," 1 represents "little or modest service," 2 represents "lots of service," and 3 represents "extraordinary service." These ratings are summed to arrive at an annual service evaluation. The above guidelines represent the default decisions regarding merit point values for annual faculty service activity. Faculty may petition the merit advisory committee for activities they believe deserve special consideration. Documentation should be provided with such petitions, which shall be included with the committee's recommendation to the chair.

### Rolling average instituted

In order to even out annual raise pool inconsistencies and address shifting campus politics, publication idiosyncrasies, etc. we will use a 3 year cycle for merit evaluation points. This will be a straight rolling average for each area of merit evaluation (i.e., research, teaching and service).

### Merit Review Procedures

The department chair shall conduct an annual evaluation of every bargaining unit faculty member in accordance with the department's bargaining unit faculty member evaluation criteria.

In preparation for that evaluation, bargaining unit faculty members will submit to the department chair a current vita and a summary of relevant research, teaching and service activities for the prior year. The chair will forward these materials to the Department of Psychology merit advisory committee and it will meet and consider bargaining unit members' documentation for each of the three merit dimensions. The merit advisory committee will make a recommendation for each bargaining unit member regarding his or her merit increase. That recommendation will be transmitted to the department chair, who will consider the recommendations of the merit advisory committee, the information provided by each bargaining unit member, any special petitions from individual bargaining unit members (see above), as well as the department merit criteria in making his or her final decision.

It is assumed that in cases of Professional Development Leaves or other leaves, the chair has the discretion to apply merit criteria as appropriate. It is normally anticipated that ratings of at least satisfactory performance will be given during leaves.

### Amendments to these criteria

These merit criteria may be amended by the bargaining unit faculty after due consideration. Amendments may be discussed and voted upon at any regular or special meeting of the faculty provided 2/3 of the bargaining unit faculty vote to approve the amendment. Any proposed amendment shall be distributed to the faculty at least one calendar week prior to the meeting at which such action is to be taken. These amendments will take effect after the approval of the chair, dean, and provost.

Table 1

Point values of authorship positions for articles at various tiers of the department journal ranking system

Authors	Level 5	Level 4	Level 3	Level 2	Level 1
1-2	11	8	5	2	1
3-4	8	6	3	1	.5
5-6	6	4	3	1	.5
7+	+6	+4	+3	+1	+.5

Table 2

Point values of PI/author positions for grant-funded work at various tiers of the department system

Authors	100-150K	50-100K	25-50K	10-25K
1-2	16	12	8	5
3-4	12	8	5	3
5-6	8	6	3	1
7+	+6	+4	+3	+1

Approved:

