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**MEMORANDUM**

March 28, 2007

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

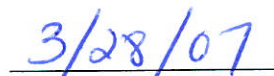
FROM: Ronald F. Levant  
Dean, Buchtel College of Arts and Sciences


RE: **Merit Salary Guidelines and Criteria**

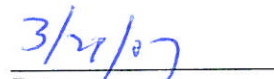
The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of Department of Public Administration and Urban Studies on March 28, 2007. I have approved all attached guidelines and criteria.

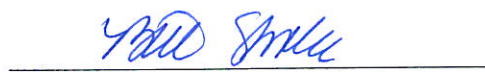
If you concur, we ask that you also approve the guidelines and criteria.


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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dean

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date

## “Department of Public Administration and Urban Studies Merit Review Process Guidelines”

A Merit Review Committee, elected by the bargaining unit faculty and composed of three bargaining unit faculty, shall be selected for a two-year term. The committee shall include one member from each of the three tenurable academic ranks of assistant professor, associate professor and full professor (for the purposes of this committee a faculty member at the rank of distinguished professor shall be considered a “full” professor). One member from each faculty rank shall be nominated by the faculty within that rank to serve on the committee. Because the department chair is not a member of the bargaining unit, the chair is ineligible to serve on the Merit Review Committee. The Merit Review Committee shall select a member to serve as Committee Chair for one year at its first meeting of the academic year.

The Merit Review Committee shall meet annually to review faculty merit submissions. For 2006 the Committee shall review submissions for three academic years—2003-4, 2004-5, and 2005-6. Subsequent review periods will be a single twelve month period.

The weight assigned for activities under review shall follow the norms of the Department of Public Administration and Urban Studies. The standard allocation of work output set by the Department is 40% for research, 40% for teaching and 20% for service. Such a ratio does not consider individual performance goals, career status and expectation, or the needs of the Department. Each faculty member can, subject to final approval by the Department Chair, request a revision upward or downward by 20% (subject to a further limitation of a minimum of 10% in any category of performance) in the three categories, as long as the resulting change continues to equal 100%. A faculty member seeking such a revision must submit by the second week of the fall semester to the Department Chair any request to alter the weight assigned the three categories of activity--- teaching, research and service. The request from the faculty member and the decision of the Chair to grant the adjustment is to be made independent of negotiated changes in teaching load.

Faculty who are on professional development or other leave status for all, or part, of the period of review have two options:

- Automatic rank of “satisfactory,” i.e. the mid-range of the rating scale. This ranking does not prevent the department Chair from choosing to submit a higher ranking for that faculty member, or
- Permit the faculty member to be treated for merit pay purposes as though the faculty member was in the department for the full review period.



The purpose of the Merit Review Committee is to serve as the initial recommending body for annual merit assessment. At a date set by the Merit Review Committee, but no later than the fourteenth week of the spring semester of the academic year, each member of the faculty shall submit information on the Merit Review Matrix (see attached). The faculty member shall be responsible for providing the necessary documentation to affirm and support the assignment of points on the matrices. As part of the Committee's recommendation to the Department Chair, the committee may express its agreement or disagreement with the assignment of points submitted by the bargaining unit faculty. However, the Committee's comments in no way limit or constrain the decision of the Chair.

Upon completion of its analysis each spring semester the committee shall forward its recommendations on the enclosed chart which converts the point values and score from the department matrices into the University scale to the Department Chair.

### THE DEPARTMENT MERIT MATRICES

The bargaining unit faculty will use the following matrices (with appropriate documentation as required) to provide information to the merit pay committee. The matrices shall be the basis of the committee's recommendations to the Department chair.

RESEARCH			
Activities and Accomplishments	Merit Point(s) per Activity	# of Activities	Total for Activity
Book	2- 4		
Edited book	1- 2		
Chapter in a book	1		
Contract for a book	1		
Delivery of final draft of book to publisher	1		
Refereed article in national Journal	1		
Refereed article in regional journal	.5		
Review essay in national journal	.5		
Paper or presentation at national conference	.5		
Paper or presentation at regional conference	.25		
Final report of a multi-year grant	1		
Annual report of a multi-year grant	.5		
Final report of a one year grant	.5		
Develop workshop or training program	.5		
Grants that come through the University of Akron in amounts up to \$10,000	1		
Grants awarded through the University of Akron in amounts from \$10,001 - \$50,000"	1-3		
Grants awarded through the University of Akron in amounts from	2-4		

\$50,001 to \$100,000			
Grants awarded through the University of Akron in amounts above \$100,000	3- 4		
Grants that provide funding for Graduate Assistantships	1-3		
Research award	1-3		
Other <sup>1</sup>	0-2		
Extraordinary performance <sup>2</sup>	0-3		
Total Research = _____			

### TEACHING<sup>3</sup>

Activities and Accomplishments	Merit Point(s) per Activity	# of Activities	Total for Activity
For each class taught with syllabus meeting standards set forth in the PAUS RTP guidelines <sup>4</sup>	1		
For each class bought out	1		
For each class taught above IDEA average in teaching evaluations	.5		
Development of a new course submitted to the University curriculum committee	.5		
New course preparation with syllabus meeting minimum standards (less than 5 years since teaching same course)	.5		
Development of a new web-based or web-enhanced course	.5		
M.A. Thesis Advisor	1		
Ph.D. Program of Study Chair	1		
Ph.D. Dissertation Committee Member	.5		
Ph.D. Dissertation Chair	1		
Independent Study Advisor	.5		
University or external teaching award	1-3		
Other <sup>5</sup>	0-2		
Extraordinary performance <sup>6</sup>	0-3		

<sup>1</sup> There may be other activities or accomplishments of a faculty member, which are atypical of faculty activities but nonetheless are deserving of special recognition. It is the obligation of the faculty member to explain in detail such activities. The faculty member may suggest a point assignment for each such activity, up to a total of 2 points *per activity*.

<sup>2</sup> Faculty can propose to the Merit Committee up to 3 points for activities related to the merit category, but which are *not* related to an existing activity enumerated in the matrix. It is the obligation of the faculty member to explain in detail such activities, including why it is not part of one of the existing categories and why it should be assigned the point value requested.

<sup>3</sup> Certain levels of student support in the form of advising are expected of all faculty. To be viewed as "meritorious" a faculty member must exceed those service levels. For purposes of merit pay those service levels are as follows: each faculty member will serve on two dissertation committees; each faculty member will chair one dissertation committee; each faculty member will serve on one thesis committee; each faculty member will serve as the advisor on two independent study courses (3980:699 or 3980:799); each faculty member will serve as the outside representative on at least one dissertation committee; and, each faculty member will serve on at least one college or university committee.

<sup>4</sup> The minimum standard for a syllabus is that it must be submitted four weeks in advance of the semester, it must include an overview of the course, specific learning outcomes and grading criteria, and a list of required readings and the schedule of when the readings are to be completed.

<sup>5</sup> There may be other activities or accomplishments of a faculty member, which are atypical of faculty activities but nonetheless are deserving of special recognition. It is the obligation of the faculty member to explain in detail such activities. The faculty member may suggest a point assignment for each such activity, up to a total of 2 points *per activity*.

<sup>6</sup> Faculty can propose to the Merit Committee up to 3 points for activities related to the merit category, but which are *not* related to an existing activity enumerated in the matrix. It is the obligation of the faculty member to explain in detail such



Total Teaching = \_\_\_\_\_

#### SERVICE

Activities and Accomplishments	Merit Point(s) per Activity	# of Activities	Total for Activity
International conference organizer	1-3		
National conference organizer	1-3		
Regional Conference organizer	1-2		
Session organizer at regional or national conference	1		
Roundtable or poster session participant	.5		
Chair or moderate a panel at conference	.5		
Federal agency review panel	1		
State or foundation review panel	.5		
Reviewer, external manuscript	.25		
Reviewer for outside tenure	.25		
Associate Chair	0-1		
MPA Coordinator	0-1		
PhD. Coordinator	0-1		
M.A. Coordinator	0-1		
- weight of .5 with enrollment < 5			
Pi Alpha Alpha Faculty Advisor	.5		
PAUSSA or DAASPA Faculty Advisor	.5		
Internship Coordinator	.5		
Graduate Assistant Coordinator	.5		
University or College Committee Chair	.5		
University or College Committee Member	.25		
Department committee or task force chair (Not for committees chaired by program coordinators)	.5		
Member of external dissertation committee	.5		
Off campus invited guest lecturer	.25		
Public relations work for college or university	.25		
Serving on non-profit, governmental or editorial board or committees	.5		
Presentation of workshop	.5		
Appointed or elected officer in professional organization	.5		
Editor of journal	.5-1.5		
Service award	1-3		
Other <sup>7</sup>	0-2		
Extraordinary performance <sup>8</sup>	0-3		
Total Service = _____			

## MERIT PAY POINT CONVERSION

activities, including why it is not part of one of the existing categories and why it should be assigned the point value requested.

<sup>7</sup> There may be other activities or accomplishments of a faculty member, which are atypical of faculty activities but nonetheless are deserving of special recognition. It is the obligation of the faculty member to explain in detail such activities. The faculty member may suggest a point assignment for each such activity, up to a total of 2 points *per activity*.

<sup>8</sup> Faculty can propose to the Merit Committee up to 3 points for activities related to the merit category, but which are *not* related to an existing activity enumerated in the matrix. It is the obligation of the faculty member to explain in detail such activities, including why it is not part of one of the existing categories and why it should be assigned the point value requested.

<b>Bargaining Agreement Categories</b>	<b>Minimum Un-Weighted Point Values</b>
Unsatisfactory	Research -- less than 1.5 Teaching -- less than 4 Service -- less than 1
Satisfactory	Research -- 1.5 Teaching -- 4 Service -- 1
Meritorious	Research -- 4 Teaching -- 8 Service -- 2
Outstanding	Research -- 8 Teaching -- 12 Service -- 3
Extraordinary	Research -- 12 Teaching -- 16 Service -- 4