



School of Social Work and Family Sciences
College of Health and Human Sciences

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RE: Bargaining unit faculty merit guideline revisions

DATE: April 22, 2022

The attached bargaining unit faculty merit guidelines were revised and approved by the School of Social Work and Family Sciences faculty and administration, and the College Dean's office.

Upon approval by the Office of Academic Affairs, as dated herein, these guidelines will be effective for all School of Social Work and Family Sciences bargaining unit faculty.

Merit Guidelines Revision Committee Chair

04/28/22

Date

School Director and Acting Dean

5.2.22

Date

Executive Vice President and Provost

5/2/20212

Date

**School of Social Work and Family Sciences
Merit Evaluation Criteria**

Dec. 11, 2021

Name:

Date:

Merit Time Period: Jan. 20xx – Dec. 20xx

DEFINITIONS:

Calendar year: Beginning on the first day of the first Spring session to the end of Fall Session of the year. Annual merit evaluation shall be based on Spring/Summer/Fall activities and on those of any immediately preceding period that was not included in the previous merit evaluation.

Unsatisfactory: Number of points faculty member presents in each area in order to achieve school director's final rating of "0.00 - 1.00" (See table below each merit area)

Satisfactory: Number of points faculty member presents in each area in order to achieve school director's final rating of "1.01- 2.00" (See table below each merit area)

Meritorious: Number of points faculty member presents in each area in order to achieve school director's final rating of "2.01- 3.00" (See table below each merit area)

Outstanding: Number of points faculty member presents in each area in order to achieve school director's final rating of "3.01- 4.00" (See table below each merit area)

Extraordinary: Number of points faculty member presents in each area in order to achieve school director's final rating of "4.01- 5.00" (See table below each merit area)

A. Academic Unit Merit Process

1. This school shall formulate and adopt faculty criteria for merit evaluations by majority vote of bargaining unit faculty (BUF). These current criteria were adopted by majority vote of the school bargaining unit faculty on December 11, 2021. Any subsequent modifications may be accomplished through a majority vote of the school BUF. The school director, dean, and Office of Academic Affairs must also approve these criteria.
2. The default weighting for each merit criteria area adopted by faculty with different classifications shall be:
 - (a) **Tenure track (TT) BUF**: Teaching 50-70%, Research 15-25%, Service 15-25%. Each faculty member, including probationary faculty members, may elect to choose a different weighting scale to accurately reflect his/her work of the academic year. Any alternate scale that differs from the default weighting outlined above shall be decided

in consultation with the school director, and with the faculty member providing a rationale.

The initial decision about the weighting scale shall be made at the beginning of the academic year, prior to the second Friday of Spring semester.

1. When probationary faculty members select individual weightings, they should do so with consideration of issues relating to progression toward tenure/promotion.
2. In semesters or years when a faculty member is on leave (e.g., Professional Development Leave), and he/she did not teach and/or perform service activities, but did produce research, under the categories of teaching and service he/she will receive either a “Satisfactory” (2.00) rating or his/her actual earned merit score, whichever is higher.

(b) **Non-tenure track (NTT) BUF**: merit will be rated as stipulated in Letters of Offer/Appointment.

Teaching 50-100%, Research 0-25%, Service 0-25%.

In addition to teaching accomplishments, required for submission as part of merit self-assessment applications, any NTT faculty may also submit evidence of service and/or scholarly activity in their merit self-assessment reports even if such activities are not assigned in the most recent letter of appointment. Credit for such additional activities shall be awarded to the same fashion as for tenure-track faculty per these merit evaluation guidelines but cannot be substituted for evaluation of any service and/or research/scholarship duties assigned in the letter of appointment. If a NTT faculty submits service and/or scholarly activity accomplishments for consideration during a merit application, those accomplishments shall be subject to director discretionary points (i.e., at the director’s discretion) awarded in a particular/applicable category not captured in the standard school merit criteria.

B. Merit Review Procedures

The school director shall conduct an annual evaluation of every BUF member in accordance with the school’s adopted criteria.

1. In preparation for the school director’s evaluation, all members of the bargaining unit who wish to apply for merit shall submit to the director a report of their teaching, scholarship, and service, as applicable based on the guidelines in A.2.a and A.2.b above, from the preceding calendar year (spring, summer, and fall semesters). The BUF member may include, in addition to any materials required by the CBA, whatever material will provide evidence of successful teaching, scholarship, or service.
2. Merit materials will be considered on an annual basis.
3. Publications can be counted only once either while “in press” (accepted for publication but not yet delivered) or when in print, but not both. This is to reflect that the faculty member’s success is measured by the official promise to publish his/her work, and the length of time it takes for the publisher to get the work out is not under

- the faculty member's control. The faculty member must provide a dated proof of acceptance from an editor/publisher, subject to verification. If the work is not subsequently published, the faculty member will have the merit points earned for its acceptance deducted from the appropriate year's merit evaluation.
4. The School of Social Work & Family Sciences uses a three-year cumulative report for merit consideration. A faculty member may submit evidence for the current year and the two preceding years.)
 5. Points system: A maximum of 5.00 points can be accumulated in each category. The school director will provide a written evaluation and assign a ranking of "Unsatisfactory" = .00 - 1.00, "Satisfactory" = 1.01- 2.00, "Meritorious" = 2.01- 3.00, "Outstanding" = 3.01- 4.00, or "Extraordinary" = 4.01-5.00. While the BUF member may present their case using the following system, the school director shall assign the ranking from .00 - 5.00 to each area of teaching, scholarship, and service.

C. Merit Criteria

1. Scholarship

A Satisfactory (1.01 - 2.00) rating means that the faculty member is advancing the body of knowledge in his/her field as described below.

The publication of works that grant graduate faculty status will still merit the additional points noted below. Scholarship can be represented by research, development, and innovative and creative works. The BUF member shall use these point values and make his/her case presentation to the school director.

Additional points per activity:

Publications:

- Refereed article/book chapter (in press or published) 2.00
- Non-refereed article/book chapter (in press or published) 1.00
- Book reviews .50
- Book (Explain) 2.00 - 5.00

Research in process .50 - 1.00 for each

- Planning (Explain) .50
- Data collection and analysis phase .50 - 1.00
- Manuscript in process .50

Submission of manuscript to refereed journal or book chapter .50 for each submission

Presentations:

- Refereed .50 - 1.00
- Non-referred (e.g. invited presentation, CE presentation, etc.) .50

Submission of grant proposal 1.00 - 2.00

Funded grant (Explain internal/external mechanism, role in grant e.g., PI, Co-I, Consultant) 1.00 - 4.00

Journal/ book editor (if not claimed under service) .50 - 1.00

Attended conference or other professional development training (if not claimed under service or teaching) .25 - .50

Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Points accumulated in Scholarship correspond to the ranked values below:

| | | | | |
|----------------|--------------|-------------|-------------|---------------|
| Unsatisfactory | Satisfactory | Meritorious | Outstanding | Extraordinary |
| 0.00-1.00 | 1.01-2.00 | 2.01-3.00 | 3.01-4.00 | 4.01-5.00 |
| | | | | |

Point Descriptions (Scholarship, Max. 5.00):

| Activity | Points Claimed | Points Approved |
|----------|----------------|-----------------|
| | | |
| | | |
| | | |
| | | |

2. Teaching

A Satisfactory (1.01- 2.00) rating means having met the minimum standards for one's rank for 70% or more of assigned courses per school RTP guidelines:

On a 5.00-point scale, a 3.00 would be considered satisfactory teaching performance on the student evaluations. For every .25 above 3.00, the faculty member will earn .25; maximum 2.00 possible. In the case of small classes or low response rate (e.g., fewer than 10 students) the school director may use additional information to determine teaching quality (e.g., qualitative/open-ended comments, peer evaluation, and/or assessment outcomes).

Faculty who do not achieve a Satisfactory (2.01-3.00) rating in a minimum of 70% of assigned courses do not qualify for merit points in this category.

Three or more preps for academic year (.50 three course preps per year; .25 for each course prep above three)

Teaching award (departmental, university, college, or external awards) .25 - .50

Supervision of independent study .50 per independent study

Creating a new course 1.00 - 3.00

Making substantial course revisions/developing new courses .50 per course

Changing modality of course delivery (e.g., from face-to-face to online) .50

Attending workshops and trainings related to instruction or course content (e.g., continuing education) .25

Participation in innovative teaching initiatives (e.g., team teaching, "EXL unclasses", or the Learning Communities Program) .50

Guest lecturing .25

Teaching on Overload .25 per credit hour

Lead for courses with multiple sections .25 for each 3-credit course

Other: up to 3.00 pts at the discretion of the school director.

Points accumulated in Teaching correspond to the ranked values below:

| | | | | |
|----------------|--------------|-------------|-------------|---------------|
| Unsatisfactory | Satisfactory | Meritorious | Outstanding | Extraordinary |
| 0.00-1.00 | 1.01-2.00 | 2.01-3.00 | 3.01-4.00 | 4.01-5.00 |
| | | | | |

Point Descriptions (Teaching, Max. 5):

| Activity | Points Claimed | Points Approved |
|---------------------|----------------|-----------------|
| Spring, 20xx | | |
| | | |
| | | |
| | | |
| Summer, 20xx | | |
| | | |
| | | |
| | | |
| Fall, 20xx | | |
| | | |
| | | |
| | | |
| Total points | | |

Certain items above may be counted as meritorious if performed without load hour assignments as made by the dean and school directors as outlined in University rules. (value=1 point)

3. Service to University, College, Department, Community

A Satisfactory (2.00) rating means attendance at department meetings and contributions as a member of necessary department committees (unless excused for legitimate reason); supporting the school with student advising and graduation attendance; and representing the school at state and/or national conventions.

Additional points:

Service to Students

- Faculty advisor to student or alumni organization/club .50
- Conducting in-house workshops for students (e.g., test prep) .25 - .50
- Service on students' honors/thesis/project projects 1 for chair/ .25 for reader
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Service to the School

- Membership on Program/School Committee (permanent, ad hoc) (specify if leadership role) .25 for member/ .50 for chair
- Assisting with the accrediting process (specify if leadership role) .25 - 2.00
- Assisting with curriculum development or revision (specify if leadership role) .25 - 1.00
- Conducting in-house workshops for faculty of program or school .25 - .50

- Serving as lead faculty for course (indicate if TAG course) .25 per 3-credit course
- Participating in student recruitment and retention activities .25 - .50
- Peer review observation for teaching .25 for each
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Service to the College

- Membership on College Committee (permanent, ad hoc) (specify if leadership role) .25 - .50 for member; 1 for chair
- Peer review observation for teaching within the college (outside of the school) .25
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Service to the University

- Membership on University Committee (permanent, ad hoc) (specify if leadership role) .25 - .50 for member; 1.00 for chair
- Peer review observation for teaching outside the college .25 for each
- Participation in general education or university course/program reviews .25 - .50
- Conducting in-house workshops for faculty/staff .25 - .50
- Serving as a marshal at graduation .25
- Chairing or participating on a search committee at the departmental, college, or university levels .50 for member; 1.00 for chair
- Serving on MA, PhD, comprehensive exam committee outside department .25 for thesis and .50 for doctoral each
- Participation in shared governance bodies (University Council, Faculty Senate, A-AAUP etc. Specify leadership role) .50 - 2.00
- Media features and appearances related to role at the university .25
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Service to the Profession

- Providing leadership in professional organization/association .50 - 1.00
- Editorial board service (Specify role: e.g., ad hoc review, editorial board member, associate editor, editor) .25 - 2.00
- Other reviewing activities (outside RTP, conference) .25
- External reviews for RTP .25
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Service to the Community

- Participating in local, state, national or international civic or governmental organizations .25 - 1.00
- Serving on the board for governmental agencies or organizations .25 - 1.00
- Applying academic expertise in the local, state, regional, national, or international community without pay or profit .25 - 1.00
- Participating in economic or community development activities .25 - 1.00
- Other/Misc. (.50 - 3.00 at the discretion of the School Director)

Each of the three categories includes the option of “other” to cover any relevant work not anticipated in these guidelines. In this and other cases where variable points are available, the faculty member will request the point value he/she believes is fair and explain why.

Points accumulated in Service correspond to the ranked values below:

| | | | | |
|----------------|--------------|-------------|-------------|---------------|
| Unsatisfactory | Satisfactory | Meritorious | Outstanding | Extraordinary |
| 0.00-1.00 | 1.01-2.00 | 2.01-3.00 | 3.01-4.00 | 4.01-5.00 |
| | | | | |

Point Descriptions (Service):

| Activity | Points Claimed | Points Approved |
|---------------------|-----------------------|------------------------|
| School | | |
| | | |
| College | | |
| | | |
| University | | |
| | | |
| Profession | | |
| | | |
| Community | | |
| | | |
| Total points | | |

Summary of Merit for (Please print faculty's name) _____

Date submitted _____

Total Points for Teaching _____ X weight _____ % = _____ points for Teaching

Total Points for Service _____ X weight _____ % = _____ points for Service

Total Points for Scholarship _____ X weight _____ % = _____ points for Scholarship

Total points for merit:

__ points for Teaching + __ points for Service + __ points for Scholarship = __ Final Score

| | |
|--------------------------|---------------------------|
| <i>1.0 - 1.99</i> | <i>Unsatisfactory</i> |
| <i>2.0 - 2.99</i> | <i>Satisfactory</i> |
| <i>3.0 - 3.99</i> | <i>Meritorious</i> |
| <i><u>4.0 - 4.99</u></i> | <i><u>Outstanding</u></i> |
| <i>5.0</i> | <i>Extraordinary</i> |

A final score of 2.0 or above indicates satisfactory performance

Faculty Member's Signature Date

School Director's Signature Date