



**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**

April 18, 2007

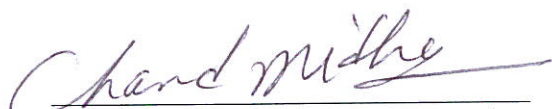
TO: Elizabeth J. Stroble  
Senior Vice President, Provost and Chief Operating Officer

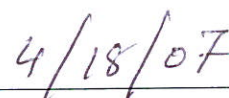
FROM: Ronald F. Levant  
Dean, Buchtel College of Arts and Sciences

RE: **Merit Salary Guidelines and Criteria**

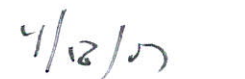
The attached merit salary guidelines and criteria have been approved by the Faculty of the Department of Statistics on April 12, 2007. I have approved all attached guidelines and criteria.


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 Statistics**  
and  
**Center for Statistical Consulting**

Buchtel College of Arts and Sciences  
Akron, OH 44325-1913

(330) 972-6886 Office  
(330) 972-2028 Fax  
<http://www.uakron.edu/stat/>

TO: Dr. Ronald Levant, Dean, Buchtel College of Arts and Sciences

FROM: Chand Midha, Professor and Chair;  
Associate Provost for Academic and Financial Affairs

DATE: April 17, 2007

SUBJECT: **STATISTICS MERIT GUIDELINES**

Attached you will find the updated Merit Guidelines approved by the Department of Statistics bargaining faculty on April 12, 2007. The guidelines also meet my approval. Please let me know if you need any additional information.

Thank you.

cc: Dr. Annabelle Foos  
Dr. Richard Steiner

**Tabatcher, Mary L**

---

**From:** rps [rps@uakron.edu]  
**Sent:** Monday, April 16, 2007 4:11 PM  
**To:** Chand Midha  
**Cc:** Steiner, Richard P; Tabatcher, Mary L  
**Subject:** Merit Guidelines Revisions  
**Attachments:** MeritGuidelinesStat-13Apr07.doc

Chand:

The bargaining unit faculty of the Department of Statistics met Thursday, April 12 to revise the merit guidelines as requested. Attached are the merit guidelines with the approved revisions. Specifically, the following revisions were made based on the four requests listed below:

Requested change:

First page, C. Omit "ensuing," third line from bottom; try "the Friday of the second week of the fall semester of the academic year."

Action: Requested change was made.

Requested change:

See Chart, three pages from the end. First item under Teaching: "Unusually large number of courses" Be precise; what constitutes unusually large no. of courses?

Same page under Teaching: "Large class sizes"; again, what's a large class size? Be specific.

Action: Requested change was made; specific definitions were added.

Requested change:

Chair Discretion is too minimal. Please add a box of "Other: to be awarded by Chair" under each category of chart.

Action: a box "Other (0-3 pt.)" was added to each category.

Dick

4/17/2007

## Merit Evaluation Guidelines—Department of Statistics

The Department Chair shall conduct an annual faculty evaluation. The evaluation will be used for merit salary adjustments.

- A. All faculty will submit to the Chair a report of their teaching, scholarship and service during the academic year (A report for scholarship for the previous three years will be submitted). At this time, the faculty will submit weights to be used for the next academic year.
- B. For tenured faculty, tenure-track faculty in the probationary period, and instructors, the minimum weights for teaching and scholarship shall be .3 and .1, respectively and the service weight shall be in the range of .1-.3. The weights shall sum to one (1). For lecturers, the weights shall be 1.0 for teaching; lecturers shall not be evaluated on scholarship or service. Individual faculty weightings must be approved by the department chair. Also, there is no implication that faculty members' merit weightings will reflect their load.
- C. For the areas of teaching, scholarship and service, the Chair will provide a written evaluation with an assigned rank of unsatisfactory, satisfactory, meritorious, outstanding or extraordinary to the faculty. In a timely manner, following the Chair's evaluation, the Chair shall meet with each faculty member to review the evaluation and determine the weights to be used for the next academic year. A faculty member may meet with the Chair to change these weights anytime through the Friday of the second week of the fall semester of the academic year. Any faculty member who disagrees with the Chair's written evaluation may send a written response to the Chair to be forwarded to the Dean for a decision.
- D. The criteria for salary merit evaluation are enumerated in Part E, below. For each faculty member, weights in the areas of scholarship, teaching and service are established by the process described in Parts A and B above.

The formula for merit raises is given in the Appendix, where in each area (teaching, scholarship and service) rating values of unsatisfactory = 1, satisfactory = 2, meritorious = 3, outstanding = 4 and extraordinary = 5 are utilized.

- E. Faculty members being considered for merit raises will be evaluated as follows:
  - 1. **Teaching evaluation.** All faculty will be evaluated on their teaching activity for the previous year. The evaluation will be based on peer and/or student evaluations, number and level of courses taught, curriculum development, professional teaching development, use of innovative



approaches to teaching, and other appropriate factors. To receive higher than a satisfactory evaluation, a faculty member must demonstrate higher levels of value contribution. Examples of value-added teaching activities and their point values include, but are not limited to, those listed under Teaching in the table, Evaluation Criteria Examples. Both quantity and quality of activities will be considered. Cases may be made for activities of exceptional quality or effort to count for additional points. Requirements for each rating level are described below:

- *Satisfactory.* To receive a rating of satisfactory, a faculty member must meet with scheduled classes on a regular basis, offer regularly scheduled office hours, maintain a current course syllabus for each course being taught that clearly defines course expectations, and receive ratings on student evaluations that are deemed by the Department to be indicative of the average University of Akron faculty member.
  - *Meritorious.* To receive a rating of meritorious, a faculty member must demonstrate evidence of at least **three (3) points** in value-added teaching activities over the annual evaluation period, in addition to meeting the requirements for a rating of satisfactory.
  - *Outstanding.* To receive a rating of outstanding, a faculty member must demonstrate evidence of at least **five (5) points** in value-added teaching activities over the annual evaluation period, in addition to meeting the requirements for a rating of satisfactory.
  - *Extraordinary.* To receive a rating of extraordinary, a faculty member must demonstrate evidence of at least **seven (7) points** in value-added teaching activities over the annual evaluation period, in addition to meeting the requirements for a rating of satisfactory.
2. ***Scholarship evaluation.*** All faculty will be evaluated on their scholarship activity for the previous three years. The Scholarship score shall be the total points attained during the three-year evaluation period divided by 3. In the event a newly hired (or reclassified) faculty member has less than three years of service, the evaluation will be based on the cumulative scholarship activities to date, with the points attained averaged over length of service.

The evaluation will be based on journal articles, refereed proceedings, grants, graduate student supervision, invited presentations, conference presentations, technical reports, and other appropriate factors. Activities involving the scholarship of teaching and learning will be considered in this category. To receive a rating of satisfactory, faculty must be actively engaged in scholarly activities demonstrative of current knowledge in the field of statistics. To receive higher than a satisfactory evaluation, a faculty member must demonstrate higher levels of value contribution.

Examples of scholarship and their point values include, but are not limited to, those listed under Research/Scholarly Activity in the table, Evaluation Criteria Examples. Both quantity and quality of activities will be considered. Cases may be made for activities of exceptional quality or effort to count for additional points. Requirements for each rating level are described below:

- Satisfactory. To receive a rating of satisfactory, a faculty member must demonstrate evidence of at least **one of the following**:
    - a. At least three (Instructors: two) different and distinct research submissions to reviewed publications during the three-year evaluation period.
    - b. One refereed professional publication during the three-year evaluation period.
    - c. Publication of one statistical or professional book during the three-year evaluation period.
    - d. Presentations at at least two professional meetings (Instructors: one presentation or two meetings attended)
    - e. Receiving a Scholarship score of at least **two (2)** points.
  - Meritorious. To receive a rating of meritorious, a faculty member must demonstrate evidence of at least **three (3) points** in research/scholarly activities as the average for the three-year evaluation period (Scholarship score).
  - Outstanding. To receive a rating of outstanding, a faculty member must demonstrate evidence of at least **four (4) points** in research/scholarly activities as the average for the three-year evaluation period (Scholarship score).
  - Extraordinary. To receive a rating of extraordinary, a faculty member must demonstrate evidence of at least **five (5) points** in research/scholarly activities as the average for the three-year evaluation period (Scholarship score).
3. **Service evaluation.** All faculty will be evaluated on their service activity for the previous year. The evaluation will be based on activities on-campus (department, college, university) as well as off-campus (community, professional, etc.). Administrative duties will be included in this category. Both quality and quantity of service activities will be considered. Examples of service activities and their point values include, but are not limited to, those listed under Service in the table, Evaluation Criteria Examples. Both quantity and quality of activities will be considered. Cases may be made for activities of exceptional quality or



effort to count for additional points for additional points. Requirements for each rating level are described below:

- Satisfactory. To receive a rating of satisfactory, a faculty member must attend mandatory department meetings, in addition to demonstrating evidence of at least **three (3) points** in service activities during the annual evaluation period.
- Meritorious. To receive a rating of meritorious, a faculty member must attend mandatory department meetings, in addition to demonstrating evidence of at least **five (5) points** in service activities during the annual evaluation period.
- Outstanding. To receive a rating of outstanding, a faculty member must attend mandatory department meetings, in addition to demonstrating evidence of at least **seven (7) points** in service activities during the annual evaluation period.
- Extraordinary. To receive a rating of extraordinary, a faculty member must attend mandatory department meetings, in addition to demonstrating evidence of at least **nine (9) points** in service activities during the annual evaluation period.

***Evaluation Criteria Examples (with point values for each instance)***

Teaching	Research/Scholarly Activity	Service
Unusually large number of courses (> 3 in a semester, excluding independent study) (1 pt.)	Papers submitted/ Technical reports written (1 pt.)	Active service on departmental committees (List committees and activities on each) (1-2 pt.)
Student evaluations higher than historical departmental averages, by course level (1-3 pt.)	Refereed publications (4 pt.)	Active service on college and university committees (List committees and activities on each) (1-3 pt.)
Large class sizes (>20 for graduate courses; >50 for undergraduate courses) (1 pt.)	Nonrefereed publications (2 pt.)	Consulting on short term projects, interpretation of data, questions on statistical software, etc. (1 pt.)
Course/lab coordination (1 pt.)	Books/monographs published (3-5 pt.)	Administrative assignments (1-3 pt.)
Teaching independent study courses (1 pt.)	Book chapters (2 pt.)	Participation in department/college/university programs or events (1 pt.)
Direction of Master's seminar papers (2 pt.)	Grant proposals submitted—UA funded or externally funded (1-2 pt.)	Membership on active professional committees (1-3 pt.)
Reader for Master's seminar papers (1 pt.)	Grants awarded—UA funded or externally funded (2-4 pt.)	Receiving honors, awards, and prizes for professional activities (1-3 pt.)

<b>Teaching</b>	<b>Research/Scholarly Activity</b>	<b>Service</b>
Serving on Master's/Doctoral committees (1 pt.)	Professional presentations (2-3 pt.)	Membership in professional societies (1 pt.)
New preparations (Courses new to the instructor or requiring extensive revision) (1-2 pt.)	Professional meetings attended (1 pt.)	Service organizations and civic activities related to the statistics profession (1 pt.)
Course-related out of class experiences (1 pt.)	Professional development/ continuing education activity/ Faculty Mentoring Program (1 pt.)	Speaking on subjects of concern related to the statistics profession for civic organizations (1 pt.)
Develop/Introduce new pedagogy (1-3 pt.)	Passing actuarial examinations/ professional certification examinations (1 pt.)	Providing professional statistical services/ advice to community organizations (1 pt.)
Develop new course (1 pt.)	Editor/ referee/ reviewer for professional publications (1 pt.)	Membership on boards of community organizations (1 pt.)
Develop new program of study (1 pt.)	Referee for a funding agency (1 pt.)	Advising current and prospective UA students/consultation on professional activities (1 pt.)
Development of course materials such as web pages (1 pt.)	Session chair/ organizer for a professional meeting (1 pt.)	Other (0-3 pt.)
Other (0-3 pt.)	Consulting on long-term research projects (1 pt.)	
	Unfunded research/scholarly activity (must be documented) (1 pt.)	
	Supervising student research projects (1-3 pt.)	
	Other (0-3 pt.)	

- F. Merit raise evaluation for faculty members on professional development leaves, or leaves of absence will be based on the average of the ratings in teaching, research, and service over the three (3) years prior to the leave.
- G. This merit raise policy may be modified by majority vote of the bargaining unit faculty in the department; modifications must be approved by the department chair, dean and provost.



## Appendix: Formula

The contractual merit increase is denoted by  $r$ . For the  $i^{\text{th}}$  faculty member, the base salary is  $b_i$ , so the departmental merit pool is

$$M = r \sum b_i$$

For each faculty member, the weights and Chair ratings for teaching, scholarship and service are  $W_j$  and  $S_j$  respectively, so the faculty member's overall score is:

$$P_i = \sum W_j S_j$$

The merit raise for each faculty follows the formula:

$$M_i = (P_i / (\sum P_i)) (M/2) + (P_i b_i / (\sum P_i b_i)) (M/2)$$