



The University of Akron
Buchtel College of Arts and Sciences

Date: December 16, 2021

TO: John Wiencek
Executive VP & Provost

FROM: Mitchell McKinney
Dean, Buchtel College of Arts & Sciences

SUBJECT: Merit Guidelines

The attached guidelines have been approved by the faculty of the Department of Mathematics on May 11, 2021.

I have approved all attached guidelines and criteria.

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

Department Chair

12/22/21

Date

Dean Buchtel College of Arts & Sciences

12/22/2021

Date

Exec VP & Provost

01/05/2022

Date

Department of Mathematics

Merit Raise Policy

Effective Fall 2021

Bargaining unit faculty members in the Department will be evaluated in the areas of teaching, research, and service, based on performance over the previous three academic years, where appropriate. In each area, the performance will be rated on a scale of 1 to 5, rounded to the nearest tenth of a point. For each faculty member, the ratings in the three areas will be combined into a weighted average reflecting the faculty member's entire range of activities. The merit raise will be based on this final combined performance rating in accordance with the current Collective Bargaining Contract.

1. For tenure-track faculty, performance weights will be determined on an individual basis, and will depend on the specific activities of the faculty member. For teaching, the weight will normally lie in the range 30% to 70%. For research, the weight will normally lie in the range 10% to 60%. For service, the weight will normally lie in the range 10% to 50%. For each faculty member, the weights will be determined by the Department Chair in consultation with the faculty. Default weights are 50% for teaching, 40% for research, and 10% for service. There is no implication that faculty merit weights will in any way reflect the faculty member's load.
2. Non-tenure track faculty members will have a teaching weight of 70-100%, a research weight of 0% to 30%, and a service weight of 0% to 30%. The weights will be determined by the Department Chair in consultation with the faculty member, depending upon their duties. For most non-tenure track faculty members, the teaching weight will be 100%, unless release time is granted for research or service activities.
3. A Merit Recommendation Committee, composed of 3 bargaining unit members from the department, will be elected by the bargaining unit faculty. Committee positions will consist of staggered three-year terms. The Merit Recommendation Committee will assess each bargaining unit member according to the criteria outlined below, and will submit written recommendations to the Chair.
4. **Teaching evaluation**
 - a) The merit rating for teaching is determined through the following point system, which is based on student evaluations and other assessments, as well as additional activities:

Category	Minimum 3 year point total
2 Satisfactory	20 points, plus requirements in (b)
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

- b) To receive a rating of satisfactory or better, the faculty member must meet these minimum requirements in addition to accruing at least 20 points over the three year evaluation period:

Meet with all regularly scheduled classes on a regular basis.

Hold regularly scheduled office hours.

Maintain a current course syllabus that clearly defines course expectations and grading policies for each course being taught.

- c) Since the primary duty of a faculty member is to teach, a baseline point total is determined by computing a weighted average of overall student evaluations (using the current departmental evaluation forms, on a 1 to 5 scale with 1 being low and 5 being high) for all courses taught during the three year evaluation period, and multiplying that average by 10. For example, a faculty member who is rated as 3.5 out of a possible 5.0 on average over the three year evaluation period earns a baseline point total of 35 points.
- d) The baseline score is adjusted by 1 to 5 points total for additional activities, based on the level of involvement of the faculty member. The Merit Recommendation Committee shall make a recommendation as to the number of points, and the Chair shall make the final determination. Typical activities include but are not limited to

University or external teaching award.

Development of a new course.

Supervision of student research projects, including honors projects, other undergraduate projects, M.S. and Ph.D. projects.

Participation in professional development activities.

- e) The point total amounts to 90% of the merit score; the Department Chair assigns the remaining 10% based on quality factors.

5. Research evaluation

- a) The merit rating for research is based on the following point system:

Category	Minimum 3 year point total
2 Satisfactory	20 points
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

- b) Each bargaining unit member shall be awarded 10 points for the three year period based on the scholarly activity necessary to remain current in his/her discipline. Such activity may be indicated by such things as maintaining Graduate Faculty status or other professional accreditation, or some equivalent activity as assessed by the Merit Recommendation

Committee. Additional points shall be awarded for all activities completed during the three year evaluation period, and shall accrue according to the following scale:

- 10 points: Refereed journal publication
 Refereed conference proceedings
 Awarded external grant (first year)
 University or external research award
 Published book or book chapter that contains original research
 Commercialization activities
- 7 points: Development of software applications that implement mathematical
 algorithms in rapidly evolving fields such as cybersecurity, for use in
 research and/or teaching
- 5 points: Invited presentation at national or international meetings
 Awarded external grant (second and subsequent years)
 Non-refereed published scholarly works not otherwise mentioned
 Published book or book chapter that is expository
- 3 points: Technical report publication
 Book review
 Funded internal grant
 Unfunded external grant proposal
 Other conference presentation
 Seminar presentation
 Supervision of each student research project, including honors projects,
 other undergraduate projects, M.S. and Ph.D. projects.

- c) If a research activity is not included in the list, the Merit Recommendation Committee shall make a recommendation to the Chair as to the point value of the activity; the Chair will make the final determination. Interdisciplinary activities are encouraged.
- d) The point total amounts to 90% of the merit score; the Department Chair assigns the remaining 10% based on quality factors.

6. **Service evaluation**

- a) The merit rating for service is based on the following point system:

Category	Minimum 3 year point total
2 Satisfactory	20 points, plus regular attendance at mandatory faculty meetings
3 Meritorious	30 points
4 Outstanding	40 points
5 Extraordinary	50 points

- b) Tenure-track faculty shall not receive an evaluation less than satisfactory during the probationary period.
- c) Points shall be awarded for all activities occurring during the three year evaluation period, and shall accrue as indicated below. Ongoing activities accrue points annually. The list is not intended to be inclusive because of the great variety of possible service activities, but is representative of typical service duties. The guiding principle is that points should be awarded based on the level of effort involved as well as the level of importance of the activity.

- 12 points: Chairing a professional committee that requires more than 20 hours per academic year.
Serving as the editor of a professional journal.
Serving a formal administrative role in the Department.
Serving as a course coordinator.
- 10 points: Serving on a professional committee that requires more than 20 hours per academic year.
Serving as an associate editor for a journal.
Serving on a grant review panel at the state or national level.
- 8 points: Chairing a professional committee that requires between 10 and 20 hours per academic year.
- 6 points: Serving on a professional committee that requires between 10 and 20 hours per academic year.
Chairing a professional committee that requires less than 10 hours per academic year.
Serving as advisor or co-advisor for Pi Mu Epsilon, Women in Math, or the Math Club.
Organizing or co-organizing the Department's Annual Poster Session.
- 4 points: Participating in a Commencement Ceremony.
Serving on a professional committee that requires less than 10 hours per academic year.
Reviewing a journal article.
- 2 points: Participating in a University recruitment event (Round-Up Day, Majors Mosaics, etc).
Participating in a University sponsored community event.
Serving as a reader of an undergraduate honors or similar project.
Chairing a session at a professional conference.
Recruiting students and/or participating in the Department's Annual Poster Session.

- d) The activities below will accrue points in the indicated ranges based on the level of involvement of the faculty member. The Merit Recommendation Committee shall make a

recommendation as to the number of points, and the Chair shall make the final determination.

Organizing or co-organizing a professional conference: 8 to 12 points

Participation in a committee of a professional society: 4 to 12 points

Activities in the Northeast Ohio community: 0 to 12 points

University or external service award: 4 to 8 points

- e) Credit for any other service activities not otherwise mentioned shall be determined through negotiation involving the faculty member, the Merit Recommendation Committee and the Chair. The determination of points should be guided by the principle that points should be awarded based on the level of effort involved as well as the level of importance of the activity.
 - f) The point total amounts to 90% of the merit score; the Department Chair assigns the remaining 10% based on quality factors.
- 7. The Merit Recommendation Committee will make recommendations of ratings for faculty members to the Department Chair. The overall rating will then be determined by the Department Chair.
 - 8. A written explanation of the rating will be given to each bargaining unit member. A bargaining unit member will be given the opportunity to meet with the Chair to discuss the assessment.
 - 9. A faculty member on professional development leave, extended sick leave, family leave, leave of absence, or who has not been here for three consecutive years, shall negotiate with the Department Chair as to how the absence will be integrated into the three year performance evaluation. The Department Chair may consult with the Merit Recommendation Committee during these negotiations.
 - 10. This merit raise policy may be modified by majority vote of bargaining unit faculty in the department. Modifications must be approved by the Department Chair, Dean and Provost.