



Wayne College  
**Office of the Dean**  
1901 Smucker Road  
Orrville, OH 44667

## MEMORANDUM

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

**FROM:** Dr. John P. Kristofco  
Dean, Wayne College

**DATE:** Wednesday, May 02, 2007

**RE:** Merit Salary Guidelines and Criteria

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The attached merit salary guidelines and criteria have been approved by the Faculty of Wayne College. 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 Committee Chair

4/30/2007  
Date

  
\_\_\_\_\_  
Dean

4/30/07  
Date

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

5/2/07  
Date

**The University of Akron Wayne College**  
**Merit Distribution**  
**March 2007**

**I) Guidelines:**

Purpose: In the new contract, Article 16 (Compensation), Section 8 (Merit Increase) (specifically Part (a) (Department Merit Criteria) and Part (b-2) and Part (c) pertain to the assignment of “unsatisfactory,” “satisfactory,” “meritorious,” “outstanding,” and “extraordinary” categories for faculty performance in teaching, research/ scholarly activity, and service. Points system: A maximum of 5 points can be accumulated in each category. “Unsatisfactory” = 1, “Satisfactory” = 2, “Meritorious” = 3, “Outstanding” = 4, and “Extraordinary” = 5.

- A) For the purpose of annual evaluation and merit review, faculty will be evaluated on a flexible percentage basis in the areas of teaching, research / scholarly activity, and service. Each faculty member in consultation with the Associate Dean of Instruction will develop his/her weightings for teaching, research/scholarly activity, and service; the Associate Dean of Instruction will determine/or ultimately approve the final weightings. A minimum of ten percent is required for the categories of research/scholarly activity and service, and a minimum of 60% is required for the category of teaching. This must be done by the Friday of the second week of the Fall semester of the academic year.
- B) Each faculty member may elect to choose a variable weighting scale in the areas of teaching, research/ scholarly activity, and service components to accurately reflect his/her work. This flexible plan shall be discussed with the Associate Dean of Instruction with the faculty member providing a rationale.
- C) If no request is made, the weightings will default to the standard 80% teaching and 10% devoted to research/ scholarly activity and 10% service as suggested by the percentages from the Faculty Manual.
- D) Each faculty member must submit the merit evaluation percentages and a rationale to the Associate Dean of Instruction by June 15. The Associate Dean of Instruction will either approve the percentage proposal for each faculty member by the second Friday of Fall semester or meet with individual faculty before that date to discuss further. No weighting adjustments can be made subsequent to this date. For the first year of implementation, merit evaluation percentages shall be submitted after the guidelines have been approved. The Associate Dean of Instruction will inform faculty that the guidelines have been approved and will announce the deadline for submission of percentages and rationale.
- E) Faculty will receive ratings in the three categories of teaching, service, and scholarly activity. The Associate Dean of Instruction shall automatically use the higher of the two scores (rolling average vs. current year) for each of the three categories for purposes of merit allocation decisions. The rolling average for the first evaluation period shall consist of scores from academic years 03/04, 04/05, and 05/06. Thereafter, each year’s rolling average will consist of the current year’s score and the two previous years’ scores.

- F) When new faculty are hired, they will be evaluated in a similar manner utilizing the current year's score in years one and two. Thereafter, each year's rolling average will consist of the current year score and the two previous years' scores.
- G) In semesters or years when a faculty member is on PDL (Professional Development Leave) leave, he/she may not have taught or performed college service, but will have research/ scholarly activity to show for merit evaluation for that period. In such cases, when the faculty member is evaluated for merit for that year, under the categories of teaching and service, he /she will receive an average of the last three years (prior to PDL) of evaluation scores in those categories. In cases when a faculty member is on sick leave, he/she will receive an average of the last three years of evaluation scores in those categories.
- H) Probationary faculty in their first full two years are to place primary emphasis on their teaching component; therefore, for the components of research/ scholarly activity, and service, new faculty shall have weightings no greater than 20% for the combined categories of scholarly activity and service.

## DEFINITIONS

### Categories for the annual review and subsequent recommendations for salary adjustments

<b>Unsatisfactory:</b>	Performance of faculty duties and responsibilities that does not meet basic requirements and expectations of a faculty member, including the three areas of teaching, scholarly activity-research, and service. The faculty member's Merit Evaluation Score is less than 2.0. A faculty member who is determined to be doing unsatisfactory work is not eligible to receive a salary adjustment.
<b>Satisfactory:</b>	Performance of faculty duties and responsibilities that meets (but does not exceed) the basic requirements and expectations of a faculty member, including the three areas of teaching, scholarly activity-research, and service. The faculty member's Merit Evaluation Score falls between 2.0 and 2.9.
<b>Meritorious:</b>	Performance of faculty duties and responsibilities that exceeds basic requirements of a faculty member, including the three areas of teaching, scholarly activity-research, and service. The faculty member's Merit Evaluation Score falls between 3.0 and 3.9.
<b>Outstanding</b>	Performance of faculty duties and responsibilities that exceed the meritorious category noted above, including the three areas of teaching, scholarly activity-research, and service. The faculty member's Merit Evaluation Score falls between 4.0 and 4.9.
<b>Extraordinary</b>	Performance of faculty duties and responsibilities that exceed the outstanding category noted above, including the three areas of teaching, scholarly activity-research, and service. The faculty member's Merit Evaluation Score is 5.0.

Note: All faculty members receiving satisfactory and above ratings will receive across-the-board and merit increases based on the formula detailed in Article 16 of the contract. This formula is based on the individual faculty member's rating, as well as the total points awarded for members in the same salary pool.



## Merit Score Calculations:

Faculty members will submit lists of activities and evidence for each of the categories of teaching, service, and scholarship. The Associate Dean of Instruction will review the documentation submitted and at his or her discretion determine a numerical score for each faculty member. The Associate Dean of Instruction will offer the faculty member an option of a meeting to discuss the final score.

Based on the evaluation, a faculty member will receive a rating of unsatisfactory, satisfactory, meritorious, outstanding, or extraordinary (1 through 5 respectively) for each of the three categories.

A score of 1 is assigned when the Associate Dean of Instruction determines that basic expectations are not being met.

A score of 2 is assigned when the Associate Dean of Instruction determines that basic expectations are met, but no awarding of points resulted from activities beyond basic expectations.

To achieve ratings of 3, 4, or 5, the faculty member needs to accumulate points from three tiers of activities. A faculty member may receive a maximum of six points from each of the three tiers of activity. Tier one assigns 1 – 2 points per activity; tier two corresponds to 2 -3 points per activity and tier three corresponds to 3 or more points per activity (as determined by the Associate Dean of Instruction).

Based on the total points for a category, a ranking of meritorious (3), outstanding (4), or extraordinary (5), will be assigned in the areas of teaching, service, and scholarly activity.

3 – 6 activity points is assigned a “3”

7 – 12 activity points is assigned a “4”

13 – 18 activity points is assigned a “5”

Faculty members, following guidelines outlined under Merit Distribution, I A ,B, C, and H, and in consultation with the Associate Dean of Instruction, will assign percentages to the categories of teaching, service, and scholarly activity. The default percentages are 80, 10, and 10.

For the faculty member’s merit evaluation score, each rating will be multiplied by the appropriate percentage, and the weighted average will be rounded to the nearest tenth. This number will be reported as the faculty member’s merit evaluation score, and will be used with the contract formula to determine salary adjustments.

For example (using the default percentages of 80, 10, 10), if the faculty member receives scores of “3” for teaching, “4” for service, and “2” for scholarship, the score will be  $3(.8) + 4(.1) + 2(.1) = 2.4 + .4 + .2 = 3$ .

Scores of 4, 2, and 2 equate to  $4(.8) + 2(.1) + 2(.1) = 3.2 + .2 + .2 = 3.6$ .

## Merit Evaluation Score

**(Teaching Percentage x Teaching Rating) + (Service Percentage x Service Rating) + (Scholarly Activity Percentage X Scholarly Activity Rating) = Merit Evaluation Score**

These values are calculated and summed resulting in the final score, which will be between 1 and 5, rounded to the nearest tenth, and reported to the appropriate office.

Current Merit Evaluation Score

Faculty Member \_\_\_\_\_

Merit Evaluation Period \_\_\_\_\_

Associate Dean of Instruction (ADI) \_\_\_\_\_

Teaching Activity Points (as determined by ADI) \_\_\_\_\_

Teaching Rating\* \_\_\_\_\_

Scholarly Activity Points (as determined by ADI) \_\_\_\_\_

Scholarly Rating\* \_\_\_\_\_

Service Activity Points (as determined by ADI) \_\_\_\_\_

Service Rating\* \_\_\_\_\_

\*

- A rating of “1” is assigned for a faculty member who does not meet basic expectations in a category
- A rating of “2” is assigned for a faculty member who meets basic expectations
- A rating of “3” is assigned for 3 – 6 activity points
- A rating of “4” is assigned for 7 – 12 activity points
- A rating of “5” is assigned for 13 – 18 activity points

Cumulative Faculty Merit Evaluation Scores  
Worksheet

Faculty Member \_\_\_\_\_

Current Year Scores*	Teaching	_____
	Scholarship	_____
	Service	_____

Last Year Scores	Teaching	_____
	Scholarship	_____
	Service	_____

Previous to Last Year's Scores	Teaching	_____
	Scholarship	_____
	Service	_____

Calculations:

Compute rolling average of scores in each category (Teaching 1 + Teaching 2 + Teaching 3) divided by 3. Compare to current year score.

Rolling Averages	Teaching	_____
	Scholarship	_____
	Service	_____

Higher of rolling average vs. current year score\*\*:

Teaching	_____
Scholarship	_____
Service	_____

\*See current score sheet

\*\*Will be transferred to final merit evaluation score worksheet

## Final Merit Evaluation Score Calculation

Faculty Member \_\_\_\_\_

Merit Evaluation Period \_\_\_\_\_

Associate Dean of Instruction \_\_\_\_\_

Teaching Percentage (TP) \_\_\_\_\_

Scholarly Activity Percentage (SAP) \_\_\_\_\_

Service Percentage (SP) \_\_\_\_\_

Teaching Rating (TR)\*\* \_\_\_\_\_

Scholarly Activity Rating (SAR)\*\* \_\_\_\_\_

Service Rating (SR)\*\* \_\_\_\_\_

\*\*From cumulative evaluation worksheet

### Formula:

#### Merit Evaluation Score:

**(Teaching percentage x Teaching Rating) + (Scholarly Activity Percentage x Scholarly Activity Rating) + (Service Percentage x Service Rating) = Final Merit Evaluation Score**

(TP x TR) = \_\_\_\_\_

(SAP x SAR) = \_\_\_\_\_

(SP x SR) = \_\_\_\_\_

Add \_\_\_\_\_

**Round to the nearest tenth**

**Final Merit Evaluation Score** \_\_\_\_\_

**Scores will range from 1 to 5**



## TEACHING

**Unsatisfactory** = failure to meet expectations for *satisfactory* performance of responsibilities

**Satisfactory** = meeting the following basic expectations:

- Performance of basic professional responsibilities related to teaching (office hours, course preparation and delivery, testing, grading, assessment, records, and submission of peer reviews as required by RTP Guidelines)
- Responsiveness to documented student feedback (Wayne College course evaluation forms) regarding teaching effectiveness

### **1-2 points per activity (to a maximum of 6 points):**

1. Using varied teaching strategies to address different learning styles
2. Making instructional changes based on assessment of student learning
3. Using technology to enhance learning in the classroom
4. Obtaining overall student evaluation rating of 3.5 to 4.49 on a 5-point scale
5. Provide individualized assistance to students above and beyond standard office hours (demonstrated mentoring and advising)
6. Other

### **2-3 points per activity (to a maximum of 6 points):**

1. Incorporating active learning strategies into the classroom in at least one course
2. Creating innovative classroom exercises, projects, and course materials (*per course*)
3. Incorporating interdisciplinary collaboration into the classroom
4. Developing and revising meaningful assessment activities
5. Teaching in widely varying content areas requiring more than the typical amount of time to remain current
6. Implementing course taught for first time (*per course*)
7. Obtaining overall student evaluation rating of 4.5 or higher on a 5- point scale
8. Other

### **3 or more points per activity (to a maximum of 6 points):**

1. Utilizing multiple methods for assessing student learning
2. Developing *new* course (*per course*)
3. Preparing non-routine materials (lab manual, new or experimental *program* assessment instrument or survey) to enhance or measure student learning
4. Maintaining high standards and teaching effectiveness despite extra challenges (large number of students, large variety of course preparations, use of assessment measures that require time-consuming grading)
5. Other

## Scholarship

**Unsatisfactory** = fails to meet expectations for **satisfactory** performance of responsibilities

**Satisfactory** = meets the following basic expectations:

- Membership/participation in professional organization.
- Attendance at professional development activity (2 per academic year)
- Maintain certification required for teaching responsibilities

### **1-2 points per activity (to a maximum of 6 points):**

1. Attendance at a professional workshop/seminar conference beyond two required for "Satisfactory" performance
2. Discipline-related non-refereed publications (editorials, etc.)
3. Brown bag presentation
4. Documented completion of discipline-related professional continuing education and/or certification (per activity to a maximum of 2 per academic year) above and beyond minimal requirements for appointment
5. Discipline-related consultation
6. Other

### **2-3 points per activity (to a maximum of 6 points):**

1. Submit a grant proposal (discipline-related or scholarship of learning and teaching)
2. Conference chair of regional or state professional meeting/conference
3. Presentation at regional, state, professional meeting/conference
4. Organization or moderation of scholarly or refereed conference session at a professional meeting or conference
5. Documented completion of academic coursework relevant to appointment
6. ITL or university presentation
7. Abstract in refereed scholarly/professional publication
8. Chair scholarly or refereed session at professional meeting or conference
9. Hold regional or state office in professional organization
10. Serve on an editorial or professional board
11. Edit, referee, or review professional publication or textbook
12. Publish scholarly book chapter (per chapter)
13. Publish an article in a peer-reviewed journal
14. Other

### **3 or more points per activity (to a maximum of 6 points):**

1. Conference chair of national or international professional meeting/conference
2. Presentation at national or international professional meeting/conference
3. Publication of scholarly or discipline-related book
4. Successful grant proposal with resulting research/work
5. Recognition of scholarship by receipt of academic or professional award
6. Other

## SERVICE

**Unsatisfactory** = failure to meet expectations for **satisfactory** performance of responsibilities

**Satisfactory** = meeting the following basic expectations:

- Participation in required RTP activities
- Regular attendance at required meetings, unless excused
- Participation on one (1) college or university committee, task force, work group, specially assigned project or any other college/university group which meets regularly
- Fulfillment of Area Coordinator's basic responsibilities related to personnel management, course content, assessment, budget, resource management, textbook selection and scheduling
- Fulfillment of Technical Program Coordinator's basic responsibilities related to personnel management, course content, assessment, budget, resource management, textbook selection, scheduling, advisory committee, recruitment and enrollment management and curriculum

### **1- 2 point(s) awarded per activity (to a maximum of 6 points):**

1. Demonstrated contribution to enrollment management activity such as fairs, school visits, etc.
2. Effective completion of a special teaching assignment to benefit college
3. Demonstrated contribution to new student orientation panel
4. Participation in an additional (beyond the one (1) required for Satisfactory) college committee, task force, work group, specially assigned project or any other college group which meets an average of once a month or less
5. Participation in an additional (beyond the one (1) required for Satisfactory) Akron campus committee, task force, work group, specially assigned project or any other university group which meets on average of less than once a month
6. Advising a student organization which meets an average of once a month or less
7. Serving as an union representative at the college, meeting an average of once a month or less
8. Serving as an union representative at the Akron campus, meeting an average of less than once a month
9. Attendance at special events programming or project at the college or university
10. Serving as a faculty mentor
11. Other

### **2 - 3 points awarded per activity (to a maximum of 6 points):**

1. Advising distinguished student project
2. Advising student independent study project
3. Participation in an additional (beyond the one (1) required for Satisfactory) college committee, task force, work group, specially assigned project or any other college group which meets an average of twice a month
4. Participation in an additional (beyond the one (1) required for Satisfactory) Akron campus committee, task force, work group, specially assigned project or any other university group which meets an average of once a month
5. Participating in special events programming or project at the college or university beyond attendance
6. Providing public service that brings recognition to college
7. Performing discipline-related community service



8. Serving on community board that benefits the college
9. Performing external peer evaluation
10. Advising a student organization which meets an average of twice a month
11. Serving as an union representative at the college, meeting an average of twice a month
12. Serving as an union representative at the Akron campus, meeting an average of once a month
13. Completing assessment-based program review and preparing report
14. Preparing major curriculum change proposals
15. Other

**3 or more points awarded per activity (to a maximum of 6 points):**

1. Chairing college or university committee or task force (*per committee*)
2. Chairing search committee (*per committee*)
3. Co-chairing RTP committee
4. Providing effective leadership for special project, program, or college initiative such as distinguished student program, reaccreditation, honors college, etc.
5. Participation in an additional (beyond the one (1) required for Satisfactory) college committee, task force, work group, specially assigned project or any other college group which meets an average of more than twice a month
6. Participation in an additional (beyond the one (1) required for Satisfactory) Akron campus committee, task force, work group, specially assigned project or any other university group which meets an average of more than once a month
7. Advising a student organization which meets an average of more than twice a month
8. Serving as an union representative at the college, meeting an average of more than twice a month
9. Serving as an union representative at the Akron campus, meeting an average of more than once a month
10. Preparing curriculum change proposals for new degree program
11. Other