Merit pay is the practice of allocating annual salary increases to individual faculty members based on the quality of his/her performance. Faculty evaluations are based on research, teaching and service contributions over the past calendar year. Salary recommendations are based on the averaging of scores from the current year and the two previous years.

Merit scores for salary are distinguished from annual evaluation and assessment of progress toward tenure and/or promotion made by the personnel committee and chair.

Salary recommendations are made by the department chair, in consultation with the department personnel committee. The elected personnel committee (2 tenured faculty members) and the chair will meet to discuss the candidates and independently rate the materials provided by the faculty. Committee members will turn the scores into the chair. Personnel committee members will evaluate each other with independent reviews, which will be turned into the chair.

The rating system will be on a “on a scale of 1 to 5 (5 being high) in teaching, research, and service. The separate evaluations for each faculty member will be averaged to establish the estimate of level of performance. These scores will be communicated to the faculty member at the annual review meeting with the chair.

The ratings will be weighted according to the typical work distribution, 40:40:20 teaching, research, service assignments. Altered assignments (e.g. reduced teaching load, research leaves, and extra administrative responsibilities) will be included in consideration of merit raises, which will be determined in consultation with the chair.

Half of the merit pool will be distributed equally among all faculty who rate merit or higher. The other half will be distributed for the degree of merit. The chair may hold a portion of the merit raise pool to address equity or compression problems. This portion may be determined by matching offers made by dean or others.
Research includes:
- on-going research culminating in publications, books and chapters;
- presentations at professional meetings;
- editing and consulting activities for professional journals;
- research grant submissions and awards;
- efforts to improve research productivity by acquiring specialized skills (via professional visits, conferences).
- Performance/creative activities

Evaluation of Research

Points: 5
Book publication
Major creative activity/performance
Research award
Other exceptional publication in top ranked feminist interdisciplinary journal
P.I. of awarded external grant
Editor of journal

4
Article publication
Chapter publication
Co-P.I. of external grant
Editor of edited book
Editor of special journal issue

3
Editorial board membership
MU Research council or board award
Progress toward book publication
book prospectus submitted to press
Paper Presentation at conference
External travel/small research award

2
Other MU grant award
External grant applications
Progress toward book publication
work accomplished in the past year

1
No evidence of research or scholarship activity.
Teaching includes:
- scheduled instruction and related activities such as grading, coordination of teaching assistants;
- advisement responsibilities;
- directing graduate work;
- serving on graduate student committees;
- supervising students in readings, research, internships;
- preparation of new courses;
- specific efforts to improve teaching methods and outcomes.

Evaluation of Teaching

5
Teaching award
Excellent student and/or peer evaluations
Other teaching activities

4
Curricular development
Course innovations (new techniques, use of technology
Preparation of new courses
Responsiveness to department teaching needs
Other teaching activities
Directing graduate work

3
Good student and/or peer evaluations
Other teaching activities

2
Fair student and/or peer evaluations
Other teaching activities
Evidence of effort or innovation in teaching

1
Low student and/or peer evaluations
Other teaching activities
III

Service

- administrative and committee activities within and outside the Department;
- other expressions of departmental citizenship (e.g. willingness to take on special assignments);
- service to professional societies;

Evaluation of Service

5
Chairing search committee (or other major, time intensive department committee)
Significant campus leadership
Significant national leadership

4
Serving on search or other major, time intensive department committee
Represent department on college/university committee
Willingness to respond to department needs

3
Demonstrated outreach to diverse populations
Participation in department meetings and functions

2
Low service on a department committee
Low participation in national association(s)

1
No or little contribution to department
No or little contribution to national service

Timelines and Procedures for Personnel Committee (PC) and Chair Evaluations

Election of Personnel Committee: February of each year.

Annual faculty statements (see the department’s promotion and tenure document for instructions) are due to the Chair’s office by March 15th each year.

PC ratings reporting results of evaluation are to be given to the chair of the department by April 10th.
Upon completion of evaluations by Committee members and Chair, we will meet to resolve differences in individual evaluations and prepare a rank order of all faculty.

PC ratings reporting results of evaluation are to be given to faculty by April 20th. Appeals must be made within two weeks of receipt of notification.

Chair’s annual meetings with faculty will begin on May 1 and end by May 20.