

ENGLISH DEPARTMENT MERIT PAY PLAN
SCALE AND EVALUATION METHOD

General principles

1. The Salary Committee will evaluate three areas of effort: scholarship or creative activity, instruction, and service. Equal weight will be given to all three areas.
2. Although emphasis will fall primarily on a faculty member's performance in the last year, the committee will also take into account performance during the previous two years.
3. In years when there are no salary increases for merit, the committee will still conduct its annual evaluations, and those results will be taken into account when merit funds are next available.
4. It is possible to earn 1, 2, or 3 merits points in each category.
5. The expected levels of effort associated with these scores in each area are described in the following guidelines. Generally the score of "1" will be considered the usual score on a scale of 0 to 3. Scores of "2" or "3" will be awarded for activities and accomplishments beyond those designated as worthy of a "1" in the guidelines.
6. The burden of demonstrating effort in any area rests with the individual faculty member. Each faculty member will be expected to complete the annual faculty review form by the date set by the chair. On this form, he or she may provide additional information that would support the awarding of merit and/or a bonus point.
7. In cases of exceptional effort or performance, the committee may award a fourth point to a faculty member in a particular area. A faculty member may receive only one such bonus point in a given year.
8. Each year the Chair will provide the Salary Committee, in advance of its deliberations, a complete list of all compensated work in the department.
9. Merit points in the three areas shall be added to determine a cumulative score. Once points for all faculty members have been awarded, the Chair and the Committee shall determine the monetary value of each point.
10. Upon approval of the department's annual budget, the Chair shall write a letter to each faculty member stating the total amount of the merit increase, the value of each point, the faculty member's rating in each area, and the faculty member's total point score.

11. Each year the Salary Committee shall keep careful records of its deliberations and decisions so that future committees will have those records available.
12. The Salary Committee may decide to divide merit money equally among eligible faculty in years when the merit increment percentage is small.
13. Given its mandate to recommend salary increases “for the purposes of parity” (Plan of Organization, IV.A), the Salary Committee may from time to time advise the chair to allocate funds from the general merit pool or from elsewhere for the purpose of making special salary adjustments for specific faculty members.
14. Job-secure instructors will be evaluated not necessarily on all three criteria (as identified in item 1, above) but on those criteria relevant to the nature of their responsibilities.

Guidelines

The following guidelines are descriptive, not prescriptive, and will be refined by each Salary Committee. They are to be followed with an eye to the circumstances of each individual considered.

TEACHING

The Salary Committee will understand that the score of "1" in teaching denotes responsible adherence to the university and departmental teaching guidelines, attention to new developments in the field, and occasional design or teaching of new courses. Teaching evaluations will be made available to the committee.

Faculty who want to be considered for a "2" or a "3" are invited to submit further evidence of teaching excellence such as the following: for example, an unusual number of preparations in a given year; development of new courses or innovations in standing courses; unusual excellence in teaching; undergraduate and graduate advising; directing and reading of honors theses, MA theses, and PhD dissertations; participating in qualifying exams; mentoring of undergraduate fellows and interns; teaching awards.

SCHOLARSHIP AND CREATIVE ACTIVITY

The Salary Committee will understand that the rating of "1" denotes continuing scholarly or creative activity as evidenced by the annual faculty review. Points above "1" should be awarded for exceptional activity. Ordinarily, faculty members will not submit the actual work to the Salary Committee, but may describe the scope and the significance of their work or work in progress.

The Salary Committee will recognize the diversity of the faculty's interests and intellectual activities and the diversity of measures by which the significance of scholarly and creative work may be judged.

Evidence to be taken into consideration for a 1, 2, or 3 may include but is not limited to these measures of scholarly and creative activity: a book-length monograph; full-length journal articles; articles in collections of essays; edited texts or collections of essays; uncompensated or undercompensated journal editing; significant introductions to edited work; published short stories, plays, poems, novels, etc.; review articles; significant reviews and notes; conference papers; invited lectures. Scholarship and creative activity resulting in work that appears in non-print media shall also be included among these measures.

If a faculty member's scholarly or creative activity has 1) made a significant contribution to arts and letters as evidenced by reviews, prizes, citations, etc. or 2) appeared in a year in which little or no merit money was available, the faculty member can apply for additional or bonus points in subsequent years following the publication or appearance of the work.

SERVICE

As in the areas of teaching and scholarship, the Salary Committee will understand that a faculty member has earned a rating of "1" who has shown responsible fulfillment of the university requirement of professional service.

Expected service--that involving a score of "1"--will generally constitute duties involving major time commitments. Examples include (but are not limited to) departmental committee service; chairing any departmental committee; advising; visiting TA classes or evaluating TA student evaluations; serving on Arts and Humanities, University, or Senate committees; serving on committees in other departments and programs (as in search and review committees; or Africa and Africa in the Americas, Women's Studies, or Comparative Literature committees); arranging speakers or conferences on campus; chairing and organizing a conference panel; holding an office in a professional organization or editing a newsletter; consulting or lecturing for community organizations; setting up community programs; reviewing manuscripts for presses or journals; and reading grant applications.

Departmentally compensated service, whether compensated by 12-month salary, course release, or a stipend, will generally earn a "1" in this category. Nonetheless, unusual accomplishment in a service position may merit a rating higher than "1."

In evaluating service, the Salary Committee will also take into consideration the demands for publication on untenured assistant professors.

In general, faculty should describe in detail on the annual faculty review form the nature of service performed, including the scope of the work and the extent of individual involvement.

Persons on sabbatical or other types of leave will receive at least a "1" in teaching and service.

APPEALS

A faculty member who wishes to appeal his or her evaluation may do so in writing to the Chair, within thirty days after the salary letter is sent. The Chair will consult the Equity Officer and members of the Salary Committee, but the disposition of the appeal will be the decision of the Chair.