

## **Asian Studies Merit Evaluation Procedures (Revised and updated May 21, 2014)**

This policy provides evaluation criteria and procedures for all tenure-related faculty (TTF) and non-tenure related faculty (NTTF) as applicable to the Asian Studies Program. All eligible faculty must be evaluated for merit (it is not permissible to opt out). All faculty who meet or exceed expectations will receive some merit increase. Faculty will be informed of their raises after they have been approved. Regardless of the type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating. The Program Director will maintain files documenting the reports of appointed merit committees and tracking merit decisions to allow for appropriate follow up or review.

### ***Evaluation of TTF***

A 2-person subcommittee of the Asian Studies Advisory committee, consisting of faculty with relevant expertise, is appointed by the program head to conduct the merit review of any Asian Studies tenure-track faculty whose appointment is fully or partially within the program. At least two weeks prior to the merit review, any faculty member under review must submit an updated CV together with a brief (2-3 page) statement of research/publication, relevant teaching, and service contributions during the period under review for merit evaluation.

The merit evaluation committee conducts an evaluation of faculty members according to the following evidence of a) research and publishing activity, b) teaching, and c) service, taking into consideration both the disciplinary area and field of the candidate, as well as the candidate's Asia-specific expertise and contribution to the Asian Studies Program. Individual contributions should be judged according to three levels, unsatisfactory (no merit), average (mid-level merit), and excellent (full merit award), and the award of merit funds will proportionally correspond to the combined level of evaluation in all three categories. The total merit increase will be apportioned as follows: the category of research/publication will be weighted at 40%; the categories of teaching and service will each be weighted at 30%. Examples of evidence that may be considered for merit follow the listing of categories, below. Other forms of scholarship, for example, in new media, may also be considered if relevant to the work of individuals under consideration. Evaluation of meritorious research, teaching and service, will be based on evidence of activity according to the possible criteria listed below, which will be considered both in terms of quality of publication/venue and in terms of quantity, relative to relevant academic standards, according to the judgment of the merit committee.

#### **a) Research and Publications (unsatisfactory, average, or excellent)**

- book(s)
- articles

- conference activity/organization
- talks and papers
- grants and awards (internal and external)

**b) Teaching (unsatisfactory, average, or excellent)**

- student evaluations
- peer evaluations
- creation of new courses
- graduate teaching and advising

**c) Service (unsatisfactory, average, or excellent)**

- major Asian Studies committees
- search committees
- other university committees
- service to field
- outreach activity

***Evaluation of NTTF***

Should the program employ NTTF for the relevant period designated for merit evaluation, and if their appointment is ongoing, these NTTF qualify for merit evaluation. In such cases, the evaluation committee will consist of the Program Director and one member of the Advisory Committee with relevant expertise, appointed by the Program Director. The evaluation criteria for determining merit will be as follows:

**Teaching (unsatisfactory, average, or excellent)**

- student evaluations
- peer evaluations
- creation of new courses
- graduate teaching

Preparatory to evaluation, any ongoing NTTF should submit a CV and brief statement of teaching accomplishment, according to the above criteria.

Evaluation of meritorious teaching for NTTF evaluation, will be based on evidence of activity effective teaching based upon these criteria. Teaching materials will be

evaluated by the committee relative to relevant academic standards, according to the judgment of the merit committee.