

Department of East Asian Languages and Literatures Merit Review Procedures

(3 June 2014)

When performance-based (merit) raises are authorized by the University, the Department of East Asian Languages and Literatures follows the following procedure:

1. All faculty eligible for merit salary increases are asked to submit a current CV. indicating activities during the merit review period and a statement that highlights their activities. At minimum, all faculty are required to submit a CV. All faculty must be evaluated for merit. It is not permitted to opt out. Teaching evaluations for each faculty member are assembled by the department. An individual file for each faculty member is assembled containing these materials, and faculty may submit supplemental material to assist the committee's deliberations (promotion or tenure reviews are ineligible for inclusion). Reports on activities are kept on file to be consulted in future merit reviews for salary increases.
2. The Executive Committee, elected by the Department, is convened by the Department Head and provided with these files. (See EALL Internal Governance Document for the election of the Executive Committee.)
3. Based on this information, each member of the Executive Committee is asked to rate each TTF faculty member's performance within the categories of research, teaching, and service, and each NTTF's performance within the categories of teaching, service, and professional development/research. These categories of job assignments/expectations are documented in the EALL tenure and promotion review guidelines. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating. All faculty who meet or exceed expectations will receive some merit increase.

These guidelines are given to the committee members: Pay particular attention to both the quantity (e.g. how many articles have been published?) and the quality (e.g. where did they appear? how substantial is the work?), consider both numerical rating of teaching and what those numbers often can't show (e.g. was the course a large lecture serving a general audience of students? a required course? innovative?), and try to note the amount, the difficulty, and centrality of the service.

For TTF: performances are evaluated weighting research (50%), teaching (40%), and service (10%) for the untenured; research (40%), teaching (40%), and service (20%) for the tenured.

For NTTF: performances are evaluated weighting teaching (60%), service (10%) and professional development/research (30%) for the junior; teaching (40%), service (30%), and professional development/research (30%) for the senior.

Accordingly, the Executive Committee assigns a number of points based on the criteria for their performances to each merit candidate.

TTF (untenured): Research – Exceeds Expectations (EE) = 5 points, Meets Expectations (ME) = 4 points, Below Expectations (BE) = 0-3 points; Teaching – EE = 4, ME = 3; BE = 0-2; Service - ME = 1, BE = 0

TTF (tenured): Research – EE = 4, ME = 3, BE = 0-2; Teaching – EE = 4, ME = 3, BE = 0-2; Service – EE = 2, ME = 1, BE = 0

NTTF (junior): Teaching – EE = 6, ME = 5, BE = 0-4; Service – ME = 1, BE = 0; Professional Development/Research – EE = 3, ME = 2, BE = 0-1

NTTF (senior): Teaching – EE = 4, ME = 3, BE = 0-2; Service – EE = 3, ME = 2, BE = 0-1; Professional Development/Research – EE = 3, ME = 2, BE = 0-1.

4. Each committee member excludes him or herself from these ratings. The Department Head compiles a separate rating on the same basis for each committee member with input from the rest of the merit raise committee membership in each case.

5. Based on the amount of money available in each pool (TTF and NTTF), the Department Head will divide it by the total number of points awarded, in consultation with the Budget Manager.

6. The documentation of decisions will be kept on file at the EALL office. Each merit candidate is not allowed to know the points that she or he has been awarded. Faculty will be informed of their raises after they have been approved.