



## Annual Evaluations and Merit Raise Processes

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### 1. Criteria for Merit Increases

As with promotion and tenure, unless their appointments specify otherwise, faculty members will be assessed through an application of the traditional criteria of scholarship, teaching, and service. Scholarship includes the broad range of activities captured under the law school's definitions of scholarship used in promotion contexts for tenure-track or non-tenure-track faculty. Teaching includes not only classroom teaching, but also student supervision, journal and moot court advising, and similar co-curricular activities. Service includes that provided to the school, to the university, to the legal profession, and to the community in the form of law-related service.

### 2. Annual Faculty Activity Report

Each eligible faculty member will submit Faculty Activity Reports (FARs) since the last merit increase and an updated CV. The annual call for FAR materials typically takes place during the second half of the Spring semester. The precise questions contained in the FAR may change from year to year, but the report will provide every faculty member with an opportunity to record specific activities related to scholarship, teaching, and service, unless their appointments specify otherwise. The FAR will also include an opportunity for faculty members to articulate a narrative version of their contributions. For pre-tenure or pre-promotion faculty members, it will likely also include calls for information in conjunction with personnel processes, rather than merit raise assessments.

### 3. Bases for Assessment

At a minimum, assessments of merit will be based on a faculty member's FAR, CV, and teaching evaluations. Other materials may inform the assessment to the extent they are relevant to the assessment criteria.



#### 4. Process for Allocating Merit Increases

- a. In the event merit-based increases are available for faculty members in a particular year, the Dean will inform the faculty and will request the formation of an ad hoc Merit Raise Advisory Committee.
- b. The Merit Raise Advisory Committee will be comprised of
  - I. the Associate Dean for Academic Affairs,
  - II. the Associate Dean for Programs and Research,
  - III. one member of the Personnel Committee, selected by the Personnel Committee, and
  - IV. one member of the Dean's Faculty Advisory Committee, selected by the Dean's Faculty Advisory Committee.
- c. The Dean will make available to the Merit Raise Advisory Committee all of the relevant materials for faculty merit assessments. The Dean will advise the Merit Raise Advisory Committee of any constraints relevant to the allocation of merit increases in this case (for example, the relevant timeframe under consideration for this particular round of merit increases, any constraints on the amount of increases or their distribution, etc.). The Dean will ask them to provide recommendations about the allocation of merit increases among faculty members. The committee will take account of the need for any proper recusals.

**Office of the Dean**

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- d. The Merit Raise Advisory Committee will
  - i. consider the available materials,
  - ii. assess each faculty member's performance in each of the relevant categories for assessment (in most cases, scholarship, teaching, and service), specifically its assessment of the degree to which each faculty member exceeds, meets, or fails to meet each of those standards, and
  - iii. based on those assessments, provide the Dean with a written summary of those assessments and a recommendation about the allocation of merit increases among eligible faculty members. Faculty whose overall performance has failed to meet expectations are not eligible for a merit increase. Faculty meeting or exceeding expectations are entitled to receive some merit increase, with larger increases going to those who have exceeded expectations. To aid in the process of distinguishing among faculty members, the committee may choose to sort the faculty into groups or bands, reflecting the committee's relative assessment of each faculty member's performance. The committee has discretion whether to recommend that the Dean award merit increases of flat dollar amounts or percentage increases.
- e. The final authority for allocating merit increases rests with the Dean, who will inform each faculty member of the amount, if any, of her or his merit increase at the conclusion of the assessment process.

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