

## **Policy on UO Libraries' NTTF Merit Awards**

Article 26, Section 2 (c) of the Collective Bargaining Agreement states, in part, that “[a]ll departments and units must have an approved policy for distributing merit pool money to bargaining unit faculty who meet or exceed expectations for teaching; research, scholarship, and creative activities; and service.”

This document lays out the evaluation criteria and procedures that apply to all Non-Tenure Track Faculty (represented and unrepresented) that are employed by the UO Libraries at the University of Oregon. In years when merit money is available, all NTTF faculty must be evaluated for merit. Opting out of the process is not permitted. Regardless of type of appointment or FTE, each NTTF faculty member is eligible for consideration for the highest merit rating.

### **Process:**

In years when merit money is available, the Dean of Libraries will notify all eligible NTTF. There will be three categories of merit awards: no merit, merit and high merit. Merit awards for each category will be a fixed amount dependent upon the amount of funds available for merit and determined by the Dean of Libraries in consultation with the Director, Library Organizational Development and Human Resources.

Merit materials shall include:

- A merit assessment based on the annual performance review from the NTTF's supervisor that assigns one of three ratings for each category (job performance, service, and professional development): no merit, merit, or high merit;
- A merit statement from the NTTF that includes self-assessed ratings for each category (job performance, service, and professional development): no merit, merit, or high merit;
- A current CV;
- Optional supporting documentation (which may include publications, letters of support, or other material that could strengthen the NTTF's case for merit)

The merit material should cover the totality of NTTF performance since the last distribution of merit awards. Written guidelines outlining the process and criteria for merit awards will be made available in a venue readily accessible to all UO Libraries' NTTF and the location of these guidelines will be communicated with the call for merit assessments.

The NTTF and his/her supervisor must meet prior to submitting the merit documentation to go over the merit statement from the NTTF and the supervisor assessment letter; the supervisor assessment letter must be signed by both parties. Signatures indicate that the document has been reviewed and discussed.

*Represented NTTF:* Once all of the merit material has been collected by the Human Resources Librarian, he/she will make the merit material for represented NTTF available to the Library Faculty Personnel Committee (LFPC), who will submit a report of merit assessments with a cover letter addressing discrepancies or other problems to the Dean of Libraries for consideration; the Dean will submit final merit recommendations to Academic Affairs. (LFPC members who are unrepresented NTTF shall recuse themselves from the merit assessment process; LFPC members shall recuse themselves from assessing merit for their own applications or for applications where other conflict of interest issues arise).

*Unrepresented NTTF:* Once all of the merit material has been collected by the Human Resources Librarian, he/she will make the merit material for unrepresented NTTF available to a committee

(consisting of the Dean of Libraries, the Director, Library Organizational Development and Human Resources, and the Associate University Librarians) that will determine merit assessments; the Dean will submit final merit recommendations to Academic Affairs. If the Dean makes a final merit recommendation for an employee that is different than the employee's merit self-assessment or differs from LFPC assessment, the Dean shall communicate the reasons for this difference directly to the employee, his/her supervisor, and the LFPC with the final merit decisions.

**Documentation of Decision-making:**

All merit material will be submitted to the Human Resources Librarian. Documented decisions will be maintained confidentially by Library Human Resources per the UO Record Retention Schedule.

**Timeline:**

Once it is known that merit money will be made available in a given year, a timeline for executing the merit process will be established and made available on the Libraries' staff intranet site for NTTFs.

**Criteria:**

All NTTF in the UO Libraries are expected to be effective in their professional duties as set out in their respective position descriptions. Professional duties include performance of day-to-day job activities, service to the Libraries and the University, and professional development. Merit shall be awarded to those whose activities meet expectations and high merit shall be awarded to those whose activities exceed expectations, based on the following criteria:

*Job Performance*

Assessment of job performance is based on the major responsibilities found in the position description under description of duties, essential functions, or similar heading.

- a. Evidence of **merit** in job performance includes: meeting expectations for performance of duties as set out in the employee's position description; impact of accomplishments on the Libraries and/or the University; contributions to the Libraries' strategic objectives.
- b. Evidence of **high merit** in job performance includes: demonstrated initiative in solving a significant problem or addressing a service need; assuming additional, challenging assignments.

*Service to the Libraries and the University*

All NTTF are expected to contribute to the broader goals of the Libraries and/or to the University through service on committees, initiatives, or similar groups. Service to consortial groups directly related to UO Libraries activities, such as the Orbis-Cascade Alliance, count in this category.

- a. Evidence of **merit** in service to the Libraries and the University includes: contributions to a UO Libraries committee or similar group; service to the University or to consortial groups.
- b. Evidence of **high merit** in service to the Libraries and the University includes: leadership roles on library initiatives or projects (such as creating and leading an initiative); chairing a committee; exceptional service-related contributions that further the Libraries strategic objectives or the University's mission.

*Professional Development*

All NTTF are expected to be active in the profession. Merit in this category should reward continuing professional growth as demonstrated by continuing education, participation in regional or national

library organizations (through committee service, for example), presentations or publications in professionally-recognized venues, or other activities that contribute to the practice of librarianship.

- a. Evidence of **merit** in professional development includes: service on professional committees at the state, regional, or national level; contributions to the profession via conference presentations or non-peer-reviewed publications (such as articles or book chapters); significant contributions to grant-funded projects.
- b. Evidence of **high merit** in professional development includes: leadership roles in professional organizations; service on international committees; peer-reviewed publications that contribute to the profession or to another discipline/profession clearly relevant to one's current position; monograph publications through professionally-recognized channels; professional honors or awards.

### **Merit Ratings:**

To receive a merit award, NTTF must show evidence of:

- merit in all three categories; or,
- high merit in job performance and merit in at least one of the other two categories.

To receive a high merit award, NTTF must show evidence of:

- high merit in job performance and high merit in at least one of the other two categories and merit in the other.

In exceptional circumstances, an employee's job performance might be so outstanding as to deserve an assessment of high merit in spite of an assessment of no merit in either the category of service or of professional activities; the employee and supervisor must include an explanation of this ranking, in addition to the basic documentation, to qualify.

Initial policy developed by ad hoc committee of the Library Faculty submitted to the Dean of Libraries, April 2014; revised on behalf of the Dean and again on behalf of the Provost, May 2014; final revisions were submitted to Academic Affairs, May 19, 2014. Additional revisions were made at the request of the Senior Vice-Provost, and re-submitted on 6/9/14 and again on 7/15/14.