

# Political Science

## Merit Evaluation Plan

The Merit Pay Committee is elected when there is a round of merit increases.

The committee consists of the department head and three faculty members. Untenured TTF are eligible to serve on the committee.

Plan updated April 2014.

- All faculty must be evaluated for merit. It is not permitted to opt out.
- 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. "Meeting expectations" is defined as receiving at least 50% of the average number of points for rank across the areas of research, teaching, and service.
- After all the points (evaluations) have been determined, each faculty member will have the opportunity to review them. Then, the total number of available merit dollars will be divided by the total numbers of points allocated to all faculty. This amount is roughly \$5-12 per point. The amount of the actual pay raise will be determined by multiply each faculty member's points by this amount.
- Faculty will be informed of their raises after they have been approved.
- The evaluation for merit includes review of both recent performance review(s) and the current CV.

### **Tenure-Track and Tenured Faculty**

All pay decisions within the department's discretion are to be made by the department head and an elected pay committee of three faculty members. Each of the four will have one vote.

Faculty are to report their activities on a [standard form](#). Documentation must be provided. Activities not listed on the standard form may also be reported (e.g., citations in a major index or other evidence of national recognition).

The department head and pay committee will use their judgment to rank faculty and allocate merit pay. Decisions will be based on material submitted by faculty, departmental course evaluations and, where appropriate, equity considerations. The department head and committee are all obligated to review all submitted publications. They are to prepare a written report explaining the process and criteria employed, and justifying special decisions.

Teaching and service activities are normally evaluated over a one-year period, research accomplishments are judged over a two-year span. Faculty will select what they believe to be their most meritorious research pieces completed during this period, to include no more than five

pieces, with the exception of books, edited books, articles, book chapters, and grants from national funding sources, where this is no limit. The merit committee will base its assessment upon this research portfolio.

Seventy-five percent of merit pay dollars will be allocated according to the point system, and remainder will be considered discretionary.

The merit committee will be guided by current University policy with regard to the distribution of merit among the areas of research, teaching, and service. After all points, including discretionary, are tallied, adjustments will be made to ensure that the distribution of all points across the department will conform to: 40% Research, 40% Teaching, 20% Service.

Appeals for reconsideration may be made in writing in a suitable time frame. The department head and committee will respond to these appeals in writing.

The department head will conduct the evaluation of members of the pay committee. They may appeal their evaluations in writing to the department head, just as faculty members may make written appeal to the pay committee.

The regular time period for evaluation may be extended by the CAS Dean's Office. In this case, the cap on certain categories will be increased by one for each year of this extension.

#### Records Management

*(Note: No department procedures shall conflict with OUS Records Management Policies)*

Materials provided with the merit evaluation form shall be returned to each faculty after merit decisions are confirmed (all faculty should retain these materials in an individual faculty dossier for a minimum 6-year period).

Merit evaluation forms and any memorandums or letters notifying faculty of the results of their evaluations shall be retained in each member's personnel file.

The report compiled by the pay committee, records of the points assigned, time "windows" during which materials count, and summary(ies) of final results shall be retained for 6 years.

### **RESEARCH (2-Year Period)**

1. Book (20-40 pts.)
2. Edited book (10-20 pts.)
3. Article in scholarly journal (6-15 pts.)
4. Book chapter (4-10 pts.) [Chapters in edited books (#2) will not be counted twice.]
5. Obtaining a grant from a national funding source, counted for each year in which the grant runs. (3-6 pts.) The higher amount will only be given if the grant includes overhead funds to the University.
6. Government reports (1-3 pts.) [cannot be classified or subject to restricted dissemination]

7. Convention and conference papers (2 pts.)
8. Book review (1 pt.)
9. Scholarly communication, research note (2 pts).
10. Encyclopedia article (1-2 pts.)

(Forthcoming publications shall be counted as long as acceptance of publication is received by the merit committee's closing date, rather than the previous June 30th. No publication can be counted for more than two years, in either forthcoming or in print status.)

Copies of all publications and papers should be provided to personnel committee. Whenever a range is specified for a particular type of research, the assumption will be that each item deserves only the lowest score; justification for a higher score must be made by the faculty member in the form of positive reviews, prestige of journal, number of citations, or other such pertinent information.

### **TEACHING (1-Year Period)**

1. Each course evaluation over 4.0. Points for each course are equal to (instructor's mean minus 4.0), quadrupled.
2. Two points for each 50 students over department mean enrollment. Quantity = number of students taught above department mean. (Departmental mean enrollment to include all courses (excluding summer) taught in the department during the two-year period.)
3. Membership on thesis or dissertation committee (2 pts.)
4. Chair of thesis or dissertation committee (2 pts. in addition to #3 above). A maximum of 20 points for all thesis and dissertation committee work.
5. Chair of graduate student field paper or second-year research paper (2 pts.)
6. Member of graduate student field paper or second-year research paper (2 pts.)
7. Teaching overload (4 pts. per course). This applies only to non-compensated overloads.
8. New course preparation (2 pts.)
9. Supervision of undergraduate honors thesis (4 pts.)
10. Second reader of an honor's thesis (2 pts.)
11. Teaching of Graduate Reading Course with enrollment > 1 (2 pts.) Note: Area Field Chairs will organize these courses.
12. Co-authorship of published article with graduate student (2 pts.)
13. Co-authorship of grant proposal with graduate student (2 pts.)
14. Co-authorship of a conference paper with graduate student (2 pts.)

### **Basic TEACHING AND SERVICE Responsibilities** (Across-the-board, not merit)

All faculty are expected to:

1. Hold weekly office hours (3 hrs. minimum) during the 10-week term and during finals week (finals week exceptions may apply; see [policy](#)). Hours are to be between 9:00 a.m. and 5:00 p.m. unless an exception has been approved by the department head.

2. Participation on one standing departmental committee
3. Participate on one subfield committee
4. Teach five courses over 3 quarters
5. Report grades in a timely manner
6. Be available to graduate students
7. Office hours during fall term Week of Welcome
8. Regular attendance at department meetings
9. Attend departmental graduation ceremony

**SERVICE  
(1-Year Period)**

1. Participation on more than one standing departmental committee (1 pt.)
2. Chair of departmental committee (standing or subfield) (1 pt.)
3. Participation on university committee (1 pt.)\*
4. Chair of university committee (1 pt. in addition to #3 above)\*
5. Undergraduate Advisor, Director of Graduate Studies (1 pt.)
6. Chair or panel discussant at major convention (1 pt.)
7. Editorial board member of journal (1 pt.)
8. Executive officer of national or regional professional association (1 pt.)
9. Participation on National Selection or Advisory Committee (1 pt.)
10. Lecture at another university or college (1 pt.)
11. Reviewer of grant proposals and applications for foundations (1 pt. for each three proposals reviewed)
12. Reviewer of promotion files for other universities (1 pt.)

\* A maximum of 16 points for the combined categories of #3 and #4.

**OTHER**

The personnel committee, along with the department head, has the discretion to award merit for recognition of people not working full-time or being on leave, thus having limited opportunity to score points for teaching and service, as well as the following teaching activities:

1. Faculty Availability (e.g., second reader on honors & other theses)
2. Special Projects/Research & Readings and other open-ended credit hours.
3. Teaching awards

**Non-Tenure Track Faculty**

The Department Head will consider performance reviews of the NTTF during the relevant evaluation period using the NTTF Merit Evaluation form found on CASweb. If there has not been a performance review within the past year, the Department Head will perform such a review to evaluate the NTTF's performance of the duties and responsibilities described in their contract language and his/her current job duties. The Department Head's merit increase recommendation will be based on the extent to which the individual has met or exceeded

expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head will provide the department's merit increase recommendations to the CAS Dean. The actual merit award will be based on funding availability and university criteria.

**Officer of Administration**

The Department Head will base their merit increase recommendation on the performance reviews of the OA during the relevant evaluation period. If there has not been a performance review within the past year, the Department Head will undertake such a review using the Structured Approach evaluation form provided on CASweb. The review should evaluate the OA's performance of the duties and responsibilities described in the OA's position description and his/her current job duties. While OA reviews are conducted by the Department Head, they should also consider, when possible, feedback from relevant constituent groups both internal and external to the department or program. The Department Head's merit increase recommendation should be based on the extent to which the OA has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head will provide the department's merit increase recommendation to the CAS Dean. The actual merit award will be based on funding availability and university criteria.

*2014 Committee: Priscilla Southwell (dept head), Gerald Berk, Craig Parsons, Tuong Vu*

*2013 Committee: Priscilla Southwell (dept head), Gerald Berk, Ronald Mitchell, Tuong Vu*