

Department of Psychology Merit Increase Procedures for Tenure-Track Faculty and Non-Tenure Track Faculty¹

Tenure-Track Faculty (TTF)

1.1. Prior to merit raises all TTF will be asked to submit a CV, a standardized report detailing accomplishments in three general categories: research, teaching/instructional support and service (see Appendix: Merit Review Forms for Tenure-Track Faculty). Department staff will assemble additional material, such as student teaching evaluations and peer teaching reviews for each faculty, as well as all reviews (e.g., annual reviews, third-year reviews, etc.) conducted during the relevant period. Merit reviews will be based on performance during the last three years OR the period since the last time merit ratings for raises were conducted (whichever is longer). Faculty members who have arrived since that date will focus on their accomplishments since arrival at the UO. Faculty cannot opt out of merit review.

1.2. Ratings will be 0-4 (0 = unsatisfactory contribution, 1 = fully satisfactory contribution, 2 = average contribution, 3 = above average contribution, 4 = superior contribution), made by each member of the Executive Committee and the Department Head (who do not rate themselves). Ratings will be made under three headings: Research accomplishments, teaching (undergraduate and graduate), and service (including department, university, and professional service). Raters will be instructed to anchor their ratings around a score of 2, which represents average performance within the department.

1.3. As a default, ratings in the three categories will be averaged with equal weight to determine a single merit point score. In cases where faculty members have officially sanctioned teaching releases (e.g., for grant buyouts or committee work), their teaching evaluations should be based on the quality, not the quantity of their remaining teaching.

1.5. The total dollar amount available for TTF merit increases will be divided by the sum of all TTF average ratings to arrive at a unit increment. Only faculty with an average merit score of 1 (i.e., fully satisfactory contribution) are eligible for a merit raise. Each TTF's suggested merit increase will be determined by multiplying his/her average merit rating score with the unit increment. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.

1.6. The Department Head will use these suggested merit increases as a basis for his/her final merit increase recommendations to the CAS Dean. The actual merit awards will be based on funding availability and University criteria.

1.7. Faculty will be informed about their merit raises after they have been approved.

1.8. Merit ratings will be recorded and retained for at least 7 years by the department's Executive Assistant so that they may be taken into account when considering possible salary inequities.

¹ All text color changed to black 02/10/2017

1.9. The Department Head and the Executive Committee will annually review the Merit Review Forms for Tenure-Track Faculty and make adjustments when necessary.

Non-Tenure Track Faculty (NTTF)

1.1. Prior to merit raises all NTTF will be asked to submit a CV and a standardized report detailing accomplishments in the area of their main professional emphasis. Thus, instructional non-tenure track faculty report on teaching and instructional support; research-oriented non-tenure track faculty report on research-related activities (see Appendix: Merit Review Guidelines for Instructional/Research-Oriented Non-Tenure Track Faculty). In addition, the faculty member has an opportunity to detail possible additional contributions outside their main professional emphasis (e.g., service). The department staff will assemble additional material, such as student teaching evaluations and peer teaching reviews for instructional NTTF, as well as all performance reviews conducted during the relevant period. Merit reviews will be based on performance during the last three years OR the period since the last time merit ratings for raises were conducted (whichever is longer). Faculty members who have arrived since that date will focus on their accomplishments since arrival at the UO. Faculty cannot opt out of merit review.

1.2. Ratings will be 0-4 (0 = unsatisfactory contribution, 1 = fully satisfactory contribution, 2 = average contribution, 3 = above average contribution, 4 = superior contribution), made by each member of the Executive Committee and the Department Head. Ratings should reflect mainly an individual's core professional area (research or teaching) and to a lesser degree contributions outside the main area. Raters will be instructed to anchor their ratings around a score of 2, which represents average performance within the department.

1.3. Given the differences in the way instructional and research-oriented NTTF are reviewed, the total dollar amount available for NTTF merit increases will be divided into an instructional and a research-oriented share, proportional to the total base salaries in each category. Only faculty with an average merit score of 1 (i.e., fully satisfactory contribution) are eligible for a merit raise. Within each of the two NTTF categories, the total dollar amount available for merit increases will be divided by the sum of all NTTF ratings to arrive at a unit increment. Each faculty's suggested merit increase will be determined by multiplying his/her merit rating score by the unit increment. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.

1.4. The Department Head will use these suggested merit increases as a basis for his/her final merit increase recommendations to the CAS Dean. The actual merit awards will be based on funding availability and University criteria.

1.5. Faculty will be informed about their merit raises after they have been approved.

1.6. Merit ratings will be recorded and retained for at least 7 years by the department's Executive Assistant so that they may be taken into account when considering possible salary inequities.

1.7. The Department Head and the Executive Committee will annually review the Merit Review Forms for Non Tenure-Track Faculty and make adjustments when necessary.

Merit Report Guidelines for Tenure-Related Faculty

Please provide a **list** of activities within your main area of professional emphasis.

I. **Research**

- a. Peer-reviewed journal articles published, in press, or accepted in the review period. (In progress work may be briefly described in Section IV).
- b. Books (authored or edited)
- c. Book chapters
- d. Other publications
- e. Grants received: title, agency, mechanism (e.g., R01, R21), your role, total support, duration)
- f. Awards and honors
- g. Other research activities

II. **Teaching**

- a. Courses taught
- b. Teaching awards
- c. Other teaching activities

Note: Teaching evaluations, grade distributions, peer teaching reviews, completed theses, and student committees are supplied by staff.

III. **Service**

- a. Departmental service (e.g., committee memberships, special initiatives)
- b. University service (e.g., committee memberships, special initiatives)
- c. Service to the field (e.g., review/editing activities, grant review activities)
- d. Service to the community (e.g., outreach, membership in boards)

IV. **Other comments**

Succinctly describe any other activities or circumstances you want the merit review committee to know and that are not readily apparent from the above or from the CV.

Merit Report Guidelines for Instructional Non-Tenure Track Faculty:

Please provide a **list** of activities within your main area of professional emphasis. Unless instructed otherwise, list only activities within the previous three years.

I. **Teaching-oriented activities**

- a. Courses taught (Note, that teaching evaluations, grade distributions, peer teaching reviews, completed theses, and student committees are supplied by staff.)
- b. Teaching innovations
- c. Teaching awards
- d. If relevant, describe any other teaching activities (e.g., advising, mentoring):

II. **Other comments or contributions**

Succinctly describe any other activities (e.g., in the areas of service or research) or circumstances you want the merit review committee to know and that are not readily apparent from the above.

Merit Report Guidelines for Research-Oriented Non-Tenure Track Faculty:

Please provide a **list** of activities within your main area of professional emphasis. Unless instructed otherwise, list only activities within the previous three years.

I. **Research-oriented activities**

- a. Major research-related activities
- b. New skills acquired
- c. Publications
- d. If relevant, describe any other research-related activities

II. **Other comments or contributions**

Succinctly describe any other activities (e.g., in the areas of service or teaching/instruction) or circumstances you want the merit review committee to know and that are not readily apparent from the above.