

**School Of Journalism & Communication Internal Governance Policy**  
**Faculty Merit and Equity Salary Allocation**  
**Approved by UO Academic Affairs 5/23/14**

The School of Journalism and Communication (SOJC) Procedures for Merit and Equity Salary Allocation proscribe a fair and transparent process for the allocation of funds available for faculty merit and equity allocations. The school is committed to the guiding principles for merit and equity review set forth by the Provost.

These processes are likely to have substantial impact on faculty members. The faculty rely upon the academic judgment of the dean to differentiate between relative levels of meritorious contribution of faculty members and to determine equitable salary adjustments within the resources allotted. The dean recognizes the necessity to honor the trust and authority placed in her by operating in good faith in a collegial manner, and adhering to the guiding principles of equity, parity, and inclusiveness in performing these evaluations.

### **Merit Salary Review**

The following process will be followed to determine individual raises using allocations made available to SOJC for May/June 2014 review. The procedures apply to merit allocations only, and not to other salary increments for retention, equity, compression, marketplace factors or similar purposes.

**Note the following:**

- 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.
- The evaluation for merit includes an annual performance review.
- Performance must meet or exceed expectations to qualify for a merit raise.

**Faculty Submission Process**

Each member of the faculty, which includes all tenure-related, career non-tenure-related and adjunct non-tenure-related faculty, will submit an updated CV and portfolio report of activity following the report template provided by the dean. The report summarizes the faculty member's teaching and advising, research/creative/ professional work, and service (school, university and external) and includes a two-page qualitative self-assessment of performance. Since this merit increase review covers a longer period than the annual review, the two-page narrative must summarize and self assess activity since January 1, 2014.

**Assessment Process**

The dean, on the basis of individual portfolio reports and other information of record, assigns a score of 0—5 to each area of activity (teaching, research/creative/ professional work, service). Scores indicate whether the faculty member's performance:

- exceeds expectations (4-5), defined as achievement clearly beyond expectation
- meets expectations (2-3), defined as consistently fulfilling expectations
- does not meet expectations (0-1), defined as inconsistent performance with expectations only partially achieved.

Those scores are averaged to produce a net assessment score for each individual, ranging from 0—5, indicating whether overall performance was assessed as exceeding expectations (4-5), meeting expectations (2-3) or not meeting expectations (0-1). These net indicator scores are then mapped onto the budget for merit raises, the total sum of which was determined by the University and CBA. The dean will use the attached form to give feedback to each faculty member.

Detailed criteria for assessment review are established in the SOJC Tenure and Promotion Policy (for TTF) and Instructor/Senior Instructor Hiring and Promotion Policy (for NTTf) (both are attached). Although part-time adjunct faculty are encouraged to report all relevant activity, performance expectations focus on teaching responsibilities.

#### **Ad Hoc Faculty Assessment Committee**

An ad hoc Faculty Assessment Committee consisting of five faculty members -- one from each rank of professor, associate professor, assistant professor, senior instructor and instructor -- will be elected by majority vote of eligible voting faculty. The committee will serve for the May-June 2014 salary review process. Should a majority of eligible voting faculty fail to vote, the dean will follow previously established SOJC policy of working with the current Dean's Advisory Council to review merit ratings.

The ad hoc Faculty Assessment Committee will work with the dean by reviewing the dean's report of merit ratings. The committee's role in the process will be advisory only and will involve review of worksheets and relevant data provided by the dean. Each committee member will work in good faith and will adhere to the guiding principles of equity, parity, and inclusiveness. Members of the committee will provide guidance and recommendations without regard to the personal financial implications of that guidance or recommendation.

The dean will make and document final decisions and make final recommendations to the Provost regarding merit raise allocations.

#### **Faculty Notification**

Faculty will be notified individually of performance assessment and any merit raise assigned. Faculty who have concerns about their assessment ratings and raise allocations should consult with the dean.

#### **Equity Adjustments**

The ad hoc Faculty Assessment Committee, elected as described above or reverting to the DAC should a majority vote of eligible faculty not be achieved, will advise the dean regarding equity adjustments using funds made available to SOJC for distribution in the May/June 2014 review only. This work is separate from the work of merit

allocations.

This equity increase is intended to address inequities in base salary caused by salary inversion and/or salary compression. *Salary inversion* is defined as the condition in which a faculty member who has less relevant service or who holds a lower academic rank is earning a higher salary than a faculty member who has more relevant service and/or who holds a higher academic rank. *Salary compression* is defined as the condition in which the range of salaries among full-time faculty at the same academic rank does not vary appropriately in relation to years of relevant service. It is understood that, although other types of salary inequities may exist, this process is prohibited from giving those types of inequities consideration. Based on the equity pool, inversion inequity will be addressed first. Then compression ratios will be calculated to determine the distribution of additional equity funds. One hundred percent of funds available will be used to support equity adjustments within the SOJC.

Faculty will be notified individually of any equity raise assigned. Faculty who have concerns about their allocations should consult with the dean.

Equity adjustments for bargaining unit members will be made in alignment with the university's contract with the bargaining unit. The school is committed to following the guidelines agreed upon by the Joint Committee on Equity and Floors.