

**School of Journalism and Communication
Faculty Merit And Equity Salary Allocation Policy
Revised and sent to faculty for review 6/10/16
Sent to Academic Affairs 6/26/16
Approved by the Office of the Provost and Academic Affairs on August 7,
2016**

The School of Journalism and Communication (SOJC) Procedures for Merit and Equity Salary Allocation prescribe 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. It is incumbent that these evaluations be made in good faith, in a collegial manner, adhering to the guiding principles of equity, parity, and inclusiveness.

Merit Salary Review

The following process will be followed to determine individual raises using allocations made available to SOJC. 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 Tenure-Track, Tenured Faculty, and Career NTTF are eligible for merit increases.
- All eligible faculty must be evaluated for merit and are 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 the previous merit review.

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 Tenure-Track Faculty and the SOJC Evaluation and Promotion Policy for Non-Tenure-Track Faculty (both under review in Academic Affairs). Although full-time and part-time pro tem faculty are encouraged to report all relevant activity, performance expectations focus on teaching responsibilities.

Merit adjustments for faculty members will be made in alignment with the university's CBA with United Academics.

Ad Hoc Faculty Assessment Committee

When merit or equity salary adjustments have been approved by UO Academic Affairs, an ad hoc Faculty Assessment Committee consisting of five faculty members -- one from each rank of professor, associate professor, assistant professor, and two from the ranks of senior instructor, instructor, and professor of practice -- will be elected by majority vote of eligible voting faculty. The committee will serve for one specific salary review period with dates designated by UO Academic Affairs. Should a majority of eligible voting faculty fail to vote, the dean will work with the current Dean's Advisory Council to review merit ratings.

Following the SOJC Merit and Equity Allocation Policy, the ad hoc Faculty Assessment Committee will work with the dean by reviewing the dean's report of merit ratings and/or equity increases. 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 review period designated by UO Academic Affairs. This work is separate from the work of merit allocations.

Equity increases are 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.

