

## Annual Evaluation and Merit Raise Assessment Process

**Approved by the Office of the Provost and Academic Affairs: October 12, 2016**

All Tenure-Track and Tenured faculty members (TTF), and Career Non-Tenured-Track faculty members (Career NTTF) must be evaluated for merit. It is not permitted to opt out. Regardless of the type of appointment or FTE, each TTF and Career NTTF member is eligible for consideration for the highest merit rating.

Following are instructions with additional information indicated on each form:

Each year, the dean's office, in consultation with the SOMD Faculty Advisory Committee (FAC), will announce the timeline for submission of the required faculty Annual Reports, faculty Self-Assessments, and complete and current CVs. The reports will include all activities for a given 12-month period (fiscal year, academic year, or calendar year) to be set by the FAC and the dean. All full- and part-time faculty members regardless of being TTF or Career NTTF must complete the forms and submit them according to instructions from the dean's office.

**1.** The merit review period extends to the last merit increase. Begin by completing the **Annual Report** form.

**2.** Once the Annual Report is complete, the faculty member completes the **Annual Report Addendum** — to report and summarize “Teaching, Mentoring, Advising”; “Service”; and “Research and Creative Activities (RCA).” The addendum forms are intended to facilitate, quantify, and clarify work contributions for the FAC and dean's review process. It is clear to the FAC and the administration that all teaching faculty do teach and perform relevant service. But most NTTF members, especially part-time, are not hired to perform research or creative activity. An RCA form is not required from NTTF members unless their duties call for such work.

For most Research and Creative Activity report addenda, use only the applicable area page; however if creative activities or FTE involve more than one area, choose the appropriate pages to fill out and submit.

Items from annual reports should be counted only once on one RCA form. **These addenda will be used by the FAC to advise the dean, who will then complete a separate and independent assessment or evaluation of each faculty member.**

**3.** The final step for each faculty member is to submit a current **curriculum vitae** with their reports.

**Timeline:** The SOMD Faculty Advisory Committee will review annual reports and assessments of each faculty member extending back to the last merit increase time period. The FAC will complete an assessment of each person, and make a merit recommendation to the dean.

The dean will complete a final review and assessment of each faculty member and inform faculty members of their final evaluation/assessment summary in a timely manner. If, in the view of the dean, the submitted documents and FAC assessment reveal that the faculty member did not meet or exceed expectations in a majority of the categories in which he or she was evaluated, no merit increase will be assigned. All faculty who meet or exceed expectations will receive some merit increase.

The dean will send forward merit raise recommendations according to a timeline that will come from Academic Affairs.

Once the merit raise recommendations have been approved, faculty members will be informed of their raises. Documentation of decisions will be tracked and maintained through a file held in the dean's office to allow for appropriate follow-up or review if questions arise later.