

**DEPARTMENT OF HISTORY
MERIT RAISE EVALUATION PROCEDURE**

Merit evaluations shall be performed by the department's Advisory Committee, including the Department Head, based upon statements and CVs submitted by all faculty.

Members of the Advisory Committee shall recuse themselves from their own or their spouse's merit evaluations, which shall be performed by the remaining members of the Advisory Committee, including the Department Head, in their absence.

At the conclusion of every merit raise review process, the Advisory Committee shall suggest any changes to the department's merit criteria or review procedure based on their experience applying the current model.

In addition, at the conclusion of every merit raise review process, the Department Head and Advisory Committee shall also report the following to the department:

- 1) The total dollar amount available for merit raises in this round.
- 2) The dollar value assigned each "point" in the merit criteria.
- 3) The median number of points/dollars earned by all faculty considered for merit increases (for each faculty category: TTF, NTTF), overall and within the subcategories of scholarship, teaching, and service.

TTF and NTTF will constitute separate pools for the calculation of money available for raises and assigned to individual faculty; in addition, they shall be evaluated by separate criteria, as described below.

Once every faculty member has been assigned points in accordance with their accomplishments, the following method will be used to translate points into the actual dollar amounts of raises:

1. The total number of points assigned to all faculty will be tallied.
2. The dean's office will provide the dollar amount for the total funds available for merit raises.
3. The figure in #2 will be divided by the figure in #1 to yield a dollar value per point.
4. For each individual faculty member, the dollar value of a point will be multiplied by the number of points accumulated by him/her. This calculation results in the dollar value of each member's raise.

At the risk of duplication, we also adopt the following points as recommended by Academic Affairs:

1. All faculty must be evaluated for merit. It is not permitted to opt out.

2. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.
3. All faculty who meet or exceed expectations will receive some merit increase.
4. Faculty will be informed of their raises after they have been approved.
5. The evaluation for merit includes review of both recent performance review(s) and the current CV.

MERIT PAY CRITERIA (TTF)

The Advisory Committee shall evaluate individual tenure-track faculty accomplishments according to the point scheme below.

The Advisory Committee shall use its discretion to *adjust the points* assigned to achievements that fit imprecisely into a particular category (e.g., co-authorship of a book or journal, shared primary advising of a graduate student, service to the field of an unforeseen type, and so forth). Discretionary points may also be used to address such contingencies, and to recognize accomplishments such as (but not limited to) particularly high-quality work, a particularly demanding service position, honors and awards, and the like.

Scholarship¹

Books: 30 pts. each
 Edited collections: 10 pts. each
 Peer-reviewed articles and book chapters: 5 pts. each
 Non-peer reviewed or incidental articles: 3 pts. each
 Conference papers: 2 pts. each
 Conference response paper or panel participation: 1 pt. each
 Book reviews and encyclopedia articles: 1 pt. each
 Journal, anthology, or encyclopedia editing: 5 pts. each
 Digital publications/projects: variable
 Outreach (public lectures, interviews, etc.): 2 pts. each
 Prizes for books or articles: 5 pts. each
 Research grants: 5 pts. for year-long; 2 pts. for term or summer-long grants
 Discretionary points: 10 pts.

Teaching

Normal satisfactory teaching: 5 pts. each year
 New course development: variable (5 pts. maximum) each course
 Teaching high-enrollment (80+) courses: 3 pts. each course
 Serving as primary advisor to graduate students: 5 pts. each PhD student; 3 pts. MA
 Supportive advising of graduate students (including service on committees): 2 pts. each student
 Overload graduate teaching (500-level courses, directed readings): 2 pts. each course

¹ Publications may be counted if they meet the criteria of being “in production” according to the department’s standards for promotion and tenure.

Advising undergraduate honors theses: 2 pts. each
 Teaching prize or grant: 5 pts. each
 Uncompensated overload teaching: 3 pts. each course
 Discretionary points: 10 pts.

Service²

Committee service—heavy time commitment (Tier 1, search cmte, grad admissions): 5 pts. each year
 Committee service—moderate workload (Tier 2, curriculum cmte, OHC board): 3 pts. each year
 Committee service—light workload (Tier 3): 1 pts. each year
 Service to the field—external foundation panels, promotion reports, ms. reviews: 2 pts. each
 Service to the field—prize committees: 2 pts. each time
 Service to the field—leadership positions in national organizations: variable
 Conference organization: 5 pts. each
 Discretionary points: 10 pts.

MERIT PAY CRITERIA (NTTF)

The Advisory Committee will evaluate individual non-tenure-track faculty accomplishments according to the point scheme below.

The Advisory Committee will use its discretion to *adjust the points* assigned to achievements that fit imprecisely into a particular category (e.g., co-authorship of a book or journal, shared primary advising of a graduate student, service to the field of an unforeseen type, and so forth). Discretionary points may also be used to address such contingencies, and to recognize accomplishments such as (but not limited to) particularly high-quality work, a particularly demanding service position, honors and awards, and the like.

Teaching is weighted proportionately more heavily for NTTF than for TTF, in order to reflect NTTF job descriptions.

The department rewards demonstrated merit in all three categories. However, this policy is not intended to change NTTF job descriptions. In particular, it is not meant to require that NTTF whose job descriptions don't require service and/or scholarship to do them. We do, nonetheless, believe it important to reward achievements in these areas when they occur.

Teaching³

Normal satisfactory teaching: 10 pts. each year
 New course development: variable (10 pts. maximum) each course
 Teaching high-enrollment (60+) courses: 4 pts. each course
 Teaching very high-enrollment (150+) courses: 6 pts. each course

² Understood to mean, in most cases, service that is not compensated monetarily or with course releases.

³ Classes taught during summer session are not eligible for merit consideration, since they are compensated separately.

Supportive advising of graduate students (including service on committees): 4 pts. each student
 Overload graduate teaching (500-level courses, directed readings): 4 pts. each course
 Advising undergraduate honors theses: 4 pts. each
 Teaching prize or grant: 10 pts. each
 Uncompensated overload teaching: 6 pts. each course
 Discretionary points: 10 pts.

Service⁴

Committee service—heavy time commitment (Tier 1): 5 pts. each year
 Committee service—moderate workload (Tier 2, e.g. curriculum committee): 3 pts. each year
 Committee service—light workload (Tier 3): 1 pt. each year
 Service to the field—external foundation panels, promotion reports, ms. reviews: 2 pts. each
 Service to the field—prize committees: 2 pts. each time
 Service to the field—leadership positions in national organizations: variable
 Conference organization: 5 pts. each
 Discretionary points: 10 pts.

Scholarship⁵

Books: 15 pts. each
 Edited collections: 5 pts. each
 Peer-reviewed articles and book chapters: 3 pts. each
 Non-peer reviewed or incidental articles: 2 pts. each
 Conference papers: 1 pt. each
 Conference response paper or panel participation: 1 pt. each
 Book reviews and encyclopedia articles: 1 pt. each
 Journal, anthology, or encyclopedia editing: 3 pts. each
 Digital publications/projects: variable
 Outreach (public lectures, interviews, etc.): 1 pt. each
 Prizes for books or articles: 3 pts. each
 Research grants: 3 pts. for year-long; 1 pts. for term or summer-long grants
 Discretionary points: 10 pts.

⁴ Understood to mean, in most cases, service that is not compensated monetarily or with course releases.

⁵ Publications may be counted if they meet the criteria of being “in production” according to the department’s standards for promotion and tenure.