

CREATIVE WRITING PROGRAM

MERIT POOL DISTRIBUTION POLICY JANUARY 1, 2008 – JUNE 30, 2014

(Note: Because of the small size of the Creative Writing Program, and based on the unanimous vote of Program faculty, these evaluations will be conducted by the Program Director only. The faculty's decision to entrust merit decisions to the program director will be confirmed annually, or before each round of merit increases.)

Definitions

Creative Writing Program.....	CRWR or the Program
Creative Writing Program Director	Program Director
Creative Writing Program Business Manager	Business Manager
Tenure-Track Faculty / Professorial Faculty	TTF
Non-Tenure-Track Faculty (Career NTTF, Instructor, Adjunct).....	NTTF

Section 1. Eligibility

- 1.1 All Program faculty are eligible for consideration for the highest merit ranking.
- 1.2 The salary adjustment for each will be prorated based on percentage of employment (FTE).

Section 2. Tenure-Track Faculty

2.1 Candidate Materials

The Program Director's merit recommendations for each TTF of the Creative Writing Program will be based on a review of that faculty member's research (creative work), teaching, and service during the relevant period. To that end, the Program Director will ask each member of the TTF to submit:

- current vita
- summary of activities in all three categories during that period

Program staff will prepare for each member of the Program a teaching summary that includes student evaluations for each course taught by that faculty member, as well as any peer teaching evaluations, if available.

2.2 Evaluation Criteria

2.2.1 Creative Work

Satisfactory (1–2 points); Above Average (3–4 points); Excellent (5 points)

The criteria employed in judging merit in this category will be those described in the Program Guidelines for Promotion and Tenure: the publication of a book with “a nationally-recognized press,” shorter publications (e.g., poems or short stories) “in nationally-recognized literary or commercial magazines judged to be significant by peers at the University and experts at other institutions,” and “evidence of a continuing commitment to research as evidenced by a body of work that is in progress and significant work being planned.”

2.2.2 Teaching

Satisfactory (1 merit point); Above Average (2 points); Excellent (3 points)

Merit in this category will also be based on the Program Guidelines for Promotion and Tenure: success in the classroom “at both the undergraduate and graduate levels,” including (at the graduate level) “effective participation in conferencing and thesis hours . . . creating and evaluating the MFA exams,” and “integrating the candidate’s classroom performance and expectations into the overall curricular scheme of the program.” For the purposes of awarding merit, a “satisfactory” evaluation for teaching requires average scores in the 3.0–4.0 point range on student evaluations and comparable comments in peer teaching reviews. A TTF whose teaching is rated “above average” or “excellent” will typically have received numerical scores in the 4.0–5.0 range on student evaluations together with strong peer teaching reviews. The development of new courses, providing Reading and Conference opportunities to undergraduate students (when appropriate), and directing or serving on Honors Thesis committees will also be taken into account when evaluating a TTF’s accomplishments in this area.

2.2.3 Service

Satisfactory (1 merit point); Above Average (2 points)

Meritorious service (see Program Guidelines for Promotion and Tenure) requires a commitment to “program development,” participation in “the administration of a significant area of our program,” and (outside the university) “academic contributions to community activities and public bodies, as well as to local, national, or international professional organizations.” “Satisfactory” service entails fulfilling successfully all of the standard service requirements for TTF faculty within the Program (for example, serving on the Admissions and MFA Exam committees in the relevant genre, judging applications for Program prizes, and so on). A rating of “above average” for service requires additional contributions to the Program (serving on a search committee, for instance), the university, the community, or the profession.

12.3 Computation of Merit Increases

2.3.1 The total amount of dollars available for merit will be divided by the total number of points awarded to all of the tenure-track members of the faculty in order to determine the dollar value of each point. For example, if the total merit money available is \$10,000 and the total number of points awarded is 40, the value of each point would be \$250.

2.3.2 The merit award for each faculty member will in turn be determined by multiplying the total number of points she/he has received in the three categories by (in this hypothetical case) \$250. For example, a faculty member who has received a total of 8 points would receive a merit award totaling \$2,000, another who received 5 points, \$1,250, and so on.

2.3.3 Because the amount of merit money available can vary considerably from review to review, and because frequent reviews of this sort inherently penalize faculty who focus upon long-term projects (books), a member of the Creative Writing faculty who has had a novel or collection of short stories or poetry published in an appropriate venue (see 1.2.1) will automatically receive 5 merit points in the Creative Work category for three (3) consecutive merit reviews, beginning with the review period in which the publication appears.

Section 3. Non-Tenure-Track Faculty

The Program Director's merit recommendations for each NTTF in the Program will be based primarily on a review of that faculty member's teaching within the Program. Unless stipulated in the notice of appointment, NTTF have no service responsibilities other than holding office hours and attending, whenever possible, Program meetings. There is also no requirement regarding the publication of creative work.

If, however, an NTTF's creative work appears in nationally-recognized literary magazines of high quality or, in the case of books, is published by a well-respected press, these accomplishments, which exceed the expectations (and requirements) associated with an NTTF appointment in the Program, will be recognized in the merit process. Service activities outside the Program (to the university, community, or profession) will be treated in a similar fashion.

3.1 Candidate Materials

To that end, the Program Director will ask each NTTF to submit:

- a current vita
- a summary of activities in all three categories during the period for which merit is to be awarded

Program staff will prepare for each NTTF a teaching summary that includes student evaluations for each course taught by that faculty member, as well as peer teaching evaluations, if available.

3.2 Evaluation Criteria

Each NTTF eligible for merit will receive a maximum of 10 merit points divided among teaching (7 points maximum); creative work (2 points); and service (1 point). The number of points awarded will be determined by the Program Director's assessment of a given faculty member's performance within each category.

3.2.1 Teaching

Satisfactory (3 points); Above Average (4–5 points); Excellent (6–7 points).

As is the case with TTF faculty, a “satisfactory” evaluation for teaching requires average scores in the 3.0–4.0 point range on student evaluations and/or comparable comments in peer teaching reviews. An NTTF whose teaching is rated “above average” or “excellent” will typically have received numerical scores in the 4.0–5.0 range on student evaluations together with strong peer teaching reviews. The development of new courses, providing Reading and Conference opportunities to undergraduate students (when appropriate), and directing or serving on Honors Thesis committees will also be taken into account when evaluating an NTTF's accomplishments in this area.

3.2.2 Creative Work

NTTFs whose creative work appears in nationally-recognized literary magazines of high quality or, in the case of books, is published by a well-respected press will be awarded an additional 1–2 merit points. An NTTF who has had a novel or collection of short stories or poetry published in an appropriate venue (see above) will automatically receive 2 merit points in the Creative Work category for three (3) consecutive merit reviews, beginning with the review period in which the publication appears.

3.2.3 Service

NTTF involved in service activities outside the program (whether those activities take place at UO, in the community, or nationally) will also be awarded an additional merit point.

3.3 Calculation of Merit Increases

The amount of each merit award will be computed in a manner analogous to that used for computing merit in the case of TTF.

Section 4. Officers of Administration (Non-Teaching)

4.1 Annual Review

Merit awards for the Program Business Manager (an Officer of Administration) will be based on an annual review (or reviews in the case of a merit period of more than a year) conducted by the Program Director.

4.2 Evaluation Criteria

- Job knowledge
- Quality and quantity of work
- Judgment, problems solving, and decision making
- Communications
- Planning and productivity
- Financial and resource management (if applicable)
- Relationships with guests, students, staff, faculty, etc.
- Leadership and supervisory skills
- Adherence to UO policies and procedures

4.3 Calculation of Merit Increases

“Satisfactory” = adequate performance in all of the above.

“Above Average” = “superior” in at least 4 of the 9 categories; “adequate” in the other 5.

“Excellent” = “superior” in at least 7 of the 9 categories; “adequate” in the other 2.

Section 5. Documentation and Notification

5.1 Program merit policies will be available to faculty on Program’s website.

5.2 All merit decisions will be documented in writing and stored in Program Records.

5.3 Faculty will receive written notification of merit increases and equity adjustments within five days after Program recommendations have been approved by the College of Arts and Sciences and Provost’s Office.