

Graduate Internship Program

Revised May 27, 2014

The GIP Director, in consultation with the leadership committee, will base his/her merit increase recommendation on the performance of the faculty (tenure related faculty, and non-tenure related faculty including career, adjunct, and post doc) member. The formal annual performance evaluation should reflect the observations and decisions on an individual's work and ability to meet expectations and the merit increase decisions should be reflected in those formal evaluations. The evaluation is a primary but not the sole element in the merit increase decision. Other factors that might be involved include but are not limited to situational challenges or opportunities not covered in the performance evaluation, disciplinary actions, or special projects post-evaluation time but before the merit increase period. Merit evaluations and other criteria will be documented and placed in personnel files. Faculty who meet or exceed expectations will be eligible for merit increases, provided that a faculty merit pool has been established by the University for that fiscal year.

In determining a faculty member's performance, his/her supervisor will consider the following criteria: faculty member's primary responsibilities, as outlined in his/her job description; and faculty contributions to GIP and UO's academic standing through: presenting at professional conferences and/or workshops individually or as a member of a team; publications which include peer reviewed publications in high quality journals, books, curricula, research or program evaluation reports; developing / publishing curricula, assessments, standards and benchmarks specific to GIP mission; and developing outreach materials; and active participation in appropriate professional communities (e.g., conference and/or workshop presentations, state or national committees and/or journal editorial assignments); contributing to writing proposals for governmental or philanthropic support (individually or as part of a collective) yearly. For some appointments supervisors will factor in the number of awards received as PI or coPI, number of awards on which the individual is named in grant/key personnel.

Metrics to judge the individual's performance must be clearly identified year-to-year and available in the performance evaluation or other document for review and discussion with the employee. Those metrics must be related to the tasks articulated in the individual's job description. Job descriptions will be reviewed and updated as needed annually.

After completing the individual's annual performance review, in year's where there is a merit pool and process established by the institution, the supervisor will give the faculty member an overall rating of: (1) Fails to Perform; (2) Needs Attention; (3) Meets Expectations; (4) Exceeds Expectations; or (5) Exceptional Performance as part of the merit increase decision process.

Faculty who receive a rating of 1 or 2 will not be eligible for a merit increase. Faculty who receive a rating of 3, 4, or 5 will receive an increase to their individual current base salaries as follows:

(3) Meets Expectations:	a-b%
(4) Exceeds Expectations:	b-c%
(5) Exceptional Performance:	c+%

Currently, all faculty members are reviewed by the Director, who will use reviews to make recommendations for increases for the faculty members who are eligible to the Vice President for Research and Innovation.

Documentation regarding the evaluation and merit decisions will be held, tracked and maintained by the *Materials Science Institute (MSI) and the Office for the Vice President for Research and Innovation. These documents will be available for review if questions arise.

* The GIP contracts with MSI to handle all contract/personnel services for GIP employees since we do not currently have the trained personnel to handle appropriately.

If, in the future, GIP establishes a hierarchy of supervisors, then those supervisors will communicate faculty member's ratings to the Director. Given that some supervisors may review a single employee while others may supervise many faculty, the Director will hold a meeting with supervisors to ensure that scaling of ratings is similar across supervisors. The Director will then use input from the discussion to make recommendations for increases for the faculty members who are eligible to the Vice President for Research and Innovation.

All faculty working in the GIP must be evaluated for merit and 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 review of a current CV. Faculty will be informed of their raises after they have been approved.

The actual amount of an individual's increase will be based on funding available in the unit's merit pool established by the University. Merit increases are also subject to approval by the Vice President for Research and the Provost.

For FY15 the range of increases will be as follows:

(3) Meets Expectations:	1-2%
(4) Exceeds Expectations:	2-3%
(5) Exceptional Performance:	3+%