

## **Department of International Studies Merit Pay Evaluation Procedures**

Revised: 22 June 2014

The Department of International Studies' Merit Pay Committee will be comprised of three members of the Core Faculty, who will evaluate International Studies TTF faculty on the three-fold basis of scholarly work, teaching and service, and NTTF faculty on the two-fold basis of teaching and service. (Exceptions for the latter group may be made based on the terms noted in the actual contract.) Faculty will be evaluated in the above arenas using the determinations of 'Exceeding Expectations,' 'Meeting Expectations,' and 'Not Meeting Expectations.' If a member of the committee is under evaluation, that individual will recuse him- or herself from the discussion.

This committee will make recommendations to the Department head who, based on her/his consideration of the merit committee report, will then make her/his recommendations to the Dean. Faculty members' work will be evaluated over the period specified by the College of Arts and Sciences.

All faculty in International Studies will be evaluated for merit; it is not permitted to opt out. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating. All faculty who meet or exceed expectations will receive some merit increase. Faculty will be informed of their raises after they have been approved. Documentation of all merit decisions will be tracked and maintained for both TTF and NTTF.

The evaluation for merit includes review of a personal statement from each faculty member, any recent performance review(s) and a current CV.

We have not established a quantitative rating scheme. Instead we weigh these areas in much the way for TTF that a tenure and promotion committee might weigh this sort of information. Our faculty is satisfied with this system of evaluation. We will ask for information from tenure-related faculty (TTF) in the following categories with the weighing as noted:

### *Research: 40%*

1. List of all written work that has been published or *accepted* for publication during the time period under consideration, e.g. books, edited books, articles, research notes, comments, book chapters, book reviews.
2. List of other forms of work that have been published or accepted for publication, e.g. videotapes, curriculum profiles.
3. Brief written summary of current research projects, including the status of each, and future research directions.
4. List of research grants, fellowships and awards received during the period.
5. List of all conference papers presented or accepted for presentation as well as chairing or being a discussant at a major conference.

Teaching: 40%

1. List of courses taught in the period under review; OCIAS staff will provide quantitative and qualitative evaluations to the Merit Pay committee members.
2. Numbers of undergraduate and graduate students in International Studies for whom faculty have been primary academic advisor.
3. Brief written summary of teaching priorities, goals and techniques.
4. List of B.A. Honors Theses, Honors College Theses, M.A. Theses and Ph.D. dissertations served on and/or chaired during the period under review in International Studies and elsewhere at the University of Oregon, and any service as an External Committee Member or External Examiner at any other university.
5. List of any additional information about teaching that would be relevant for the Merit Review committee to consider.
6. OCIAS staff will provide a list of any unscheduled teaching activities for all IS faculty during the period under review, e.g. Reading and Conference, internship supervision.

Service: 20%

1. List of service to Department of International Studies, e.g. admissions committee, awards committee, Director of Undergraduate Studies, Director of Graduate Studies, Department Head.
2. List of service on University or College (CAS) committees.
3. List of offices held and service to international, national or regional professional associations.
4. List of editorial board memberships and manuscript reviewing for journals and book companies, (distinguish between being on the editorial board and reviewing manuscripts and preferably note the number of manuscripts reviewed).
5. List of service given to local and community groups with international interests.
6. List of invited lectures.
7. List of any other professional activities during the period under review that should be considered by the merit review committee, e.g. international consultancies, promotion of others' international research and teaching, TV and radio interviews, special service projects, and other special service for the Department of International Studies, the University, nationally, and internationally.

For NTTF, we weigh Teaching at 90% and Service at 10%, given that NTTF are primarily hired to teach specific classes. However, we make exceptions to this if a given employment contract warrants it, e.g., if an NTTF's contract states that the NTTF will be compensated for providing advising, then additional weight will be given to that. We will ask for information from Non-tenure-related faculty (NTTF) in the following categories:

Teaching: 90%

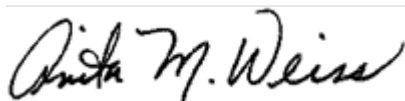
1. List of courses taught in the period under review; OCIAS staff will provide quantitative and qualitative evaluations to the Merit Pay committee members
2. Brief written summary of teaching priorities, goals and techniques.

3. List of any additional information about teaching that would be relevant for the Merit Review committee to consider.
4. OCIAS staff will provide a list of any unscheduled teaching activities for all IS faculty during the period under review, e.g. Reading and Conference, internship supervision.

Service: 10%

1. List of service to Department of International Studies, e.g. admissions committee, awards committee, alumni relations committee.
2. Numbers of undergraduate students in International Studies for whom faculty have been primary academic advisor.
3. List of B.A. Honors Theses, Honors College Theses, and M.A. Theses served on during the period under review in International Studies and elsewhere at the University of Oregon.
4. List of any extra service provided to International Studies undergraduate and/or graduate students, such as assistance in securing internships, feedback on cover letters and CVs, writing letters of recommendation, etc.
5. Research conducted that is relevant to the courses being taught in International Studies or for advising International Studies students.
6. List of service on University or College (CAS) committees.
7. List of offices held and service to international, national or regional professional associations.
8. List of service given to local and community groups with international interests.
9. List of any other professional activities during the period under review that should be considered by the merit review committee, e.g. international consultancies, promotion of others' international research and teaching, TV and radio interviews, special service projects, and other special service for the Department of International Studies, the University, nationally, and internationally.

This document was discussed and approved at meetings on October 1 and October 8, 2001. It was revisited and endorsed by faculty at a meeting on February 11, 2005, and revised to reflect the shift from a UCIS committee to an expanded ISP Core Faculty in March 2005. It was revised and endorsed by faculty in April 2013. Criteria for NTTF was added and approved at a meeting on November 8, 2013. Criteria from CAS was added and approved by faculty on May 22, 2014. Faculty approved percentages and criteria for Teaching and Service for NTTF on June 10, 2014. An additional criterion from CAS was incorporated on June 22, 2014.



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