

PHYSICAL EDUCATION MERIT RAISE POLICY

Approved by the Office of the Provost and Academic Affairs: October 5, 2016

I. Underlying Premises

- A. Career Non-Tenure Track Faculty and Adjunct instructors earn their salary and the potential for renewal of a contract by meeting the department's baseline expectations of instructors.
- B. Faculty can earn the opportunity to receive merit raises as follows:
 - a. *Part-time* CNTTF must meet or exceed department expectations in quality of teaching performance and professional responsibility expectations in measurable or demonstrable ways.
 - b. *Full-time* CNTTF must meet or exceed department expectations in quality of teaching performance, professional responsibilities, and in service to the department. Expectations must be met or exceeded in measurable or demonstrable ways.

II. Provost and Academic Affairs Guiding Principles

- A. Merit increases for faculty will be based solely on performance as evidenced by teaching, scholarship (professional development), and service. Professional development and service are *encouraged but not required* of part-time instructors, so teaching and professional responsibilities are the only items evaluated for merit consideration of part-time faculty. Service is required of full-time faculty.
- B. Merit increases will be given on the basis of systematic comparative evaluation of merit, and in consideration of each individual's professional responsibilities and total contributions.
- C. Regardless of percentage of appointment, each faculty member is eligible for consideration for the highest merit rating. The salary adjustment for each is prorated based on percentage of employment.
- D. The process will include timely performance reviews and the consideration of a current CV, as well as any relevant material submitted that is not captured in the CV.
- E. The merit raise review period extends to the effective date of the last merit increase.
- F. Faculty will be informed of the amount of their merit increase.

III. Tracking and Measuring Merit

- A. The Associate Director for Physical Education and Assistant Directors who supervise faculty will track the items listed in section VI. These items will be documented on a rubric developed for merit raise recommendations. A rubric score sheet will guide supervisors as they convert the data to 'scores' and 'total points' earned by each faculty member. The merit increase recommendation will be based on the extent to which the individual has met or exceeded performance of her/his assigned duties and responsibilities, as indicated by their total score.

- B. The actual merit amount will be figured by a ranking of faculty scores and by the percentage of the salary pool negotiated by the University and United Academics. The instructor's supervisor and the Associate Director for Physical Education will collaborate on setting the merit percentage. Raises will be either a percentage of the pool or flat dollar amounts. That decision is at the discretion of the Director in consultation with the department's Accountant.
- C. It is the instructor's responsibility to keep their supervisor informed regarding information pertinent to the merit opportunities as listed in **V** on page 2.

IV. Documentation

- A. The department will keep the documentation of merit raise recommendations (rubric score sheets) in a locked file in the PE Human Resources office for viewing by the Provost and Academic Affairs as requested.
- B. Departmental merit raise policies approved by the VP and the Provost will be posted on the Academic Affairs website and will be available on request from the Associate Director for Physical Education.

V. Items to be tracked and measured in Merit Recommendations [required*]**

- A. Teaching performance as documented in:
 - 1. Supervisor course observations and evaluations*
 - 2. Student evaluations*
 - 3. Self-evaluation
 - 4. Peer reviews (where applicable)
- B. Professional responsibilities:
 - 1. Compliance with department and university policies and procedures*
 - 2. Communication with supervisors and department staff*
 - 3. Attendance at the yearly fall orientation*
 - 4. Mentoring practicum students (where applicable)
- C. In addition, for *full-time* faculty:
 - a. Participation in the life of the department, division, and university– includes, but is not limited to:
 - i. A peer review process
 - ii. Membership on the Faculty Advisory Council
 - iii. Assisting our department's involvement with IntroDUCKtion and Intermingle
 - iv. Participation in department initiatives
 - i. Service to the Division or University

Approved by the Physical Education Faculty – April 2016

Approved by Vice President Robin Holmes – April 2016