Political Science Merit Raise Policy

Approved by the Office of the Provost & Academic Affairs: October 19, 2017

The Merit Pay Committee is elected when there is a round of merit increases. The committee consists of the department head and three faculty members. Untenured faculty are eligible to serve on the committee. Plan updated April 2016.

- All faculty must 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. "Meeting expectations" is defined as receiving at least 50% of the average number of points for rank across the areas of research, teaching, and service.
- After all the points (evaluations) have been determined, including the discretionary adjustments (see below), each faculty member will have the opportunity to review them. Then, the total number of available merit dollars will be divided by the total numbers of points allocated to all faculty. The amount of the actual pay raise will be determined by multiplying each faculty member's points by this amount.
- For faculty at less than 1.0 FTE, the raise will be discounted by their percent FTE.
- Faculty will be informed of their raises after they have been approved.
- The evaluation for merit includes review of both recent performance review(s) and the current CV.

Tenure-Track and Tenured Faculty

All pay decisions within the department's discretion are to be made by the department head and an elected pay committee of three faculty members. Each of the four will have one vote. Faculty are to report their activities on a **standard form**. Documentation must be provided. Activities not listed on the standard form may also be reported (e.g., citations in a major index or other evidence of national recognition).

The department head and pay committee will use their judgment to rank faculty and allocate merit pay. Decisions will be based on material submitted by faculty, including their current CV, recent performance reviews, and departmental course evaluations.. The department head and committee are all obligated to review all submitted publications. They are to prepare a written report explaining the process and criteria employed, and justifying special decisions.

Teaching and service activities are normally evaluated over a one-year period. Research accomplishments are judged over a two-year span. Faculty will report and document all books, edited books, articles, book chapters, edited special issues, or grants from national funding sources during this period. They may also report government reports, conference papers, book reviews, scholarly communications/research notes, or encyclopedia entries, but total points for these categories combined may not exceed 10 (with possible point allocations specified below). The merit committee will base its assessment upon this research portfolio.

Seventy-five percent of merit pay dollars will be allocated according to the point system, and remainder will be considered discretionary.

The merit committee will be guided by current policy with regard to the distribution of merit among the areas of research, teaching, and service. After all points, including discretionary, are tallied, adjustments will be made to ensure that the distribution of all points across the department will conform to: 40% Research, 40% Teaching, 20% Service.

After the committee completes this allocation of points, the department head will notify each faculty member of their point allocation. Faculty members may appeal for reconsideration of specific point allocations in writing within one week. The merit pay committee will rule on any appeals and the department head will justify these decisions in writing to the faculty member.

Each member of the committee, including the department head, is recused from the evaluation of his or her own file. The department head's points are calculated like those of other faculty members and included in the overall calculation of the value of points. After the discretionary adjustment, the DH's recommended raise, number of points in each category, and ranking in each category within the department (i.e. fifth highest points in research, etc.) are sent to CAS, which determines the DH's actual raise. This number may then require some recalculation of the overall value of points, since the DH raise is part of the same pool of funds.

The regular time period for evaluation may be extended by the CAS Dean's Office. In this case, the cap on certain categories will be increased by one for each year of this extension.

Faculty members may appeal their final merit raise through applicable grievance procedures.

<u>Records Management</u>
(Note: No department procedures shall conflict with the CBA or UO Records Management Policies)
Materials provided with the merit evaluation form shall be returned to each faculty after merit decisions are confirmed (all faculty should retain these materials in an individual faculty dossier consistent with UO policy).

Merit evaluation forms and any memorandums or letters notifying faculty of the results of their evaluations shall be retained in each member's personnel file.

The report compiled by the pay committee, records of the points assigned, time "windows" during which materials count, and summary(ies) of final results shall be retained consistent with UO policy.

RESEARCH
(2-Year Period)

1. Book (20-40 pts.)

2. Edited book (10-20 pts.)
3. Article in scholarly journal (6-15 pts.)
4. Editor of special issue (4-10 pts.) [Articles in edited special issue (#3) will not be counted twice, unless under special circumstances.]
5. Book chapter (4-10 pts.) [Chapters in edited books (#2) will not be counted twice, unless under special circumstances.]
6. Obtaining a grant from a national funding source, counted for each year in which the grant runs. (3-6 pts.) The higher amount will only be given if the grant includes overhead funds to the University.
7. Government reports (1-3 pts.) [cannot be classified or subject to restricted dissemination]
8. Convention and conference papers (2 pts.)
9. Book review (1 pt.)
10. Scholarly communication, research note (2 pts).
11. Encyclopedia article (1-2 pts.)

(Forthcoming publications shall be counted as long as acceptance of publication is received by the merit committee's closing date, rather than the previous June 30th. No publication can be counted for more than two years, in either forthcoming or in print status.)

Copies of all publications and papers should be provided to personnel committee. Whenever a range is specified for a particular type of research, the assumption will be that each item deserves only the lowest score; justification for a higher score must be made by the faculty member in the form of positive reviews, prestige of journal, number of citations, or other such pertinent information.

TEACHING
(1-Year Period)

1. Each course evaluation over 4.0. Points for each course are equal to (instructor's mean minus 4.0), quadrupled.
2. Two points for each 50 students over department mean enrollment. Quantity = number of students taught above department mean. (Departmental mean enrollment to include all courses (excluding summer) taught in the department during the two-year period.)
3. Membership on thesis or dissertation committee (2 pts.)
4. Chair of thesis or dissertation committee (2 pts. in addition to #3 above). A maximum of 20 points for all thesis and dissertation committee work.
5. Chair of graduate student field paper or second-year research paper (2 pts.)
6. Member of graduate student field paper or second-year research paper (2 pts.)
7. Teaching overload (4 pts. per course). This applies only to non-compensated overloads.
8. New course preparation (2 pts.)
9. Supervision of undergraduate honors thesis (4 pts.)
10. Second reader of an honor's thesis (2 pts.)
11. Teaching of Graduate Reading Course with enrollment > 1 (2 pts.) Note: Area Field Chairs will organize these courses.
12. Co-authorship of published article with graduate student (2 pts.)

13. Co-authorship of grant proposal with graduate student (2 pts.)
14. Co-authorship of a conference paper with graduate student (2 pts.)

Basic TEACHING AND SERVICE Responsibilities
(Across-the-board, not merit)
All faculty are expected to:

1. Hold weekly office hours (3 hrs. minimum) during the 10-week term and during finals week (finals week exceptions may apply; see policy). Hours are to be between 9:00 a.m. and 5:00 p.m. unless an exception has been approved by the department head.
2. Participation on one standing departmental committee
3. Participate on one subfield committee
4. Teach five courses over 3 quarters
5. Report grades in a timely manner
6. Be available to graduate students
7. Office hours during fall term Week of Welcome
8. Regular attendance at department meetings
9. Attend departmental graduation ceremony

SERVICE
(1-Year Period)

1. Participation on more than one standing departmental committee (1 pt.)
2. Chair of departmental committee (standing or subfield) (1 pt.)
3. Participation on university committee (1 pt.)*
4. Chair of university committee (1 pt. in addition to #3 above)*
5. Undergraduate Advisor, Director of Graduate Studies (1 pt.)
6. Chair or panel discussant at major convention (1 pt.)
7. Editorial board member of journal (1 pt.)
8. Executive officer of national or regional professional association (1 pt.)
9. Participation on National Selection or Advisory Committee (1 pt.)
10. Lecture at another university or college (1 pt.)
11. Reviewer of grant proposals and applications for foundations (1 pt. for each three proposals reviewed)
12. Reviewer of promotion files for other universities (1 pt.)
13. Editor or Associate Editor of a journal (3-5 pts.)
14. Organizer or program chair of a conference (1-3 pts.)

* A maximum of 16 points for the combined categories of #3 and #4.

OTHER
The personnel committee, along with the department head, has the discretion to award merit for recognition of people not working full-time or being on leave, thus having limited opportunity to score points for teaching and service, as well as the following teaching activities:

1. Faculty Availability (e.g., second reader on honors & other theses)
2. Special Projects/Research & Readings and other open-ended credit hours.
3. Teaching awards

Non-Tenure Track Faculty

The Department Head will consider performance reviews of the NTTF during the relevant evaluation period using the NTTF Merit Evaluation form found on CASweb. If there has not been a performance review within the past year, the Department Head will perform such a review to evaluate the NTTF's performance of the duties and responsibilities described in their contract language and his/her current job duties. The Department Head's merit increase recommendation will be based on the extent to which the individual has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head will provide the department's merit increase recommendations to the CAS Dean. The actual merit award will be based on funding availability and university criteria.

Officer of Administration

The Department Head will base their merit increase recommendation on the performance reviews of the OA during the relevant evaluation period. If there has not been a performance review within the past year, the Department Head will undertake such a review using the Structured Approach evaluation form provided on CASweb. The review should evaluate the OA's performance of the duties and responsibilities described in the OA's position description and his/her current job duties. While OA reviews are conducted by the Department Head, they should also consider, when possible, feedback from relevant constituent groups both internal and external to the department or program. The Department Head's merit increase recommendation should be based on the extent to which the OA has met or exceeded expected performance of her/his assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Department Head will provide the department's merit increase recommendation to the CAS Dean. The actual merit award will be based on funding availability and university criteria.