

HEDCO Institute for Evidence-Based Educational Practice Career Non-Tenure Track Faculty Merit Increase Policy

Approved by the Office of the Provost February 21, 2022

Career faculty who meet or exceed expectations will be eligible for merit increases, provided that a career faculty merit pool has been established by the University for that fiscal year. Merit increase recommendations for career research appointments within the HEDCO Institute will be made by the Institute executive director in consultation with the faculty supervising or working directly with the faculty under review for merit. The formal performance evaluation carried out by the supervising faculty member will reflect the observations and decisions of an individual's work and ability to meet expectations, including a review of a current curriculum vitae. In addition, in years where a merit pool is established and no formal review is scheduled for a career faculty member, a merit evaluation will be conducted using the criteria established in recent job descriptions and formal evaluations. The merit increase decisions will be reflected in these performance and merit evaluations. Merit increase decisions should be based primarily on those evaluations. The formal evaluation or merit evaluation are primary but not the sole elements 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. Performance evaluations and other criteria will be documented and placed in personnel files.

In determining a Career Faculty member's performance, their supervisor will consider the Career Faculty member's primary responsibilities, as outlined in their job description. Metrics to judge the individual's performance must be clearly identified year-to-year and available in the performance evaluation and other documents for review and discussion with the employee. Those metrics must be related to the tasks articulated in the individual's job description and follow these general guidelines.

- **Research Professor appointment series:** Expectations for research activities by Research Professors are the same as those for research productivity of tenure related faculty. These include, but are not limited to, the following metrics: peer-reviewed and scholarly publications in high quality journals, books, technical reports, and other science translation products; conference participation, and pursuit of external funding. Expectations for service outside the university, such as service to scholarly societies, conference organization, refereeing, etc., are the same as for tenure-related faculty of the same seniority.
- **Research Associate appointment series:** Expectations for Research Associates are set by the relevant principal investigators and individual position descriptions. They typically include the production and dissemination of research and outreach results, and in some cases may include participation in grant or contract proposal preparation. These expectations shall be clearly articulated annually, and the performance evaluations shall be consistent with them.

- **Research Assistant appointment series:** A Research Assistant is expected to participate in research, outreach, and/or technical assistance activities as defined by the relevant principal investigators. Specific expectations may vary, will be developed through active collaboration between the Career Faculty and their supervisor, and will be explicitly documented on an annual basis. These expectations shall articulate specific tasks with measurable outcomes, and the performance evaluations shall be consistent with them.

Job descriptions will be reviewed and updated as needed annually.

After completing the individual's periodic performance review and merit evaluation, when necessary, in years where there is a merit pool and process established by the institution, as part of the merit increase decision process the supervisor will give the Career Faculty member an overall rating of:

- (1) Fails to Perform Essential Duties;
- (2) Performs Essential Duties but Needs Remediation;
- (3) Meets Expectations;
- (4) Exceeds Expectations; or
- (5) Exceptional Performance.

Any career faculty receiving a rating of 1 or 2 will not be eligible for a merit increase, while those who receive a rating of 3, 4, or 5 will receive an increase to their individual current base salaries. Ranges will be determined each year for each eligible merit rating and openly communicated to the unit employees in a timely manner prior to the merit increase decisions finalization. The ranges for each rating level will be established annually by the Institute executive director in consultation with the Institute leadership committee.

Supervisors will communicate Career Faculty members' ratings to the Institute executive director and these will be discussed with the leadership committee. This process is designed to ensure that scaling of ratings is similar for all evaluated Career Faculty. The executive director will use input from the discussion to make recommendations for increases for the eligible Career Faculty members to the College of Education Dean's Office.

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 College of Education Dean and the Provost. Following approval, each employee will be informed of individual raises.