

## Faculty Merit Increase Policy

### COACH: Committee on the Advancement of Women Chemists

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The Center Director, in consultation with the program manager, will base his/her merit increase recommendation on the performance of the faculty 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 or special projects post-evaluation time but before the merit increase period. 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. Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating. All faculty must be evaluated for merit. It is not permitted to opt out.

In determining a faculty member's performance, his/her supervisor(s) will consider the faculty member's primary responsibilities, as outlined in his/her job description. Part of the evaluation process will include an up-to-date CV submitted by the faculty member. 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. Documentation of the merit decisions will be tracked and maintained to allow for appropriate follow up or review. Faculty will be notified of their raises after they have been approved.

After completing the individual's annual performance review, in years where there is a merit pool and process established by the institution, the supervisor(s) 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+%

The Director will meet with the program manager to discuss and quantify merit increase levels 3, 4, and 5 and to map ratings to merit increase. The actual amount of an individual's increase will be based on funding available in the unit's merit pool established by the University.

The Director will use input from the discussion to make recommendations for increases for the faculty members who are eligible to the Vice President for Research. Merit increases are subject to approval by the Vice President for Research and the Provost.

**Metrics/Criteria for Evaluation by Rank Series:**

COACH does not hire tenure-track faculty or postdoctoral research scholars. As a center, these are not positions that would be filled or considered

- **Research Associate appointment series:** The expectation is to perform research-related activities that would result in a number of professional products per year (e.g., peer-reviewed publications in high quality journals, books, curricula, research or program evaluation reports, technical manuals), active participation in appropriate professional communities (e.g., conference/workshop presentations, state or national committees and/or journal editorial assignments), and active participation in external funding development appropriate to the research agenda of the center. Some Research Associates might also be expected to engage in activities as a team member and should have clear expectations for quality work product in that context. At minimum, performance evaluations for position in the Research Associate series should include some of the following measures: number of publications authored or coauthored (peer review, technical reports, etc.), number of presentations made individually or as an integral part of the team (dissemination to external audiences), other defined dissemination activities, and/or impact to the field/reputation growth measures.
- **Research Assistant appointment series:** A Research Assistant is expected to participate in research, outreach and/or technical assistance activities with defined and measurable outcomes. The specific expectations for each research assistant position will be developed through active collaboration between the career NTTF and his or her direct supervisor, and explicitly documented as part of the annual performance evaluation process as goals and/or expectations for the coming year. At a minimum, performance evaluations for position in the Research Assistant series should include some of the following measures: projects involved in, projects completed, level of experience and qualifications for supporting COACH director and/or program manager, training obtained and skills used for supporting COACH.

As a center, each research assistant will be assigned specific duties that support the efforts of COACh based upon that career NTTF's skill level and ability to take on such tasks.