

UO Libraries

Policy on Career NTTF Merit Awards

June 21, 2016

Article 26, Section 2 (b) of the Collective Bargaining Agreement states, in part, that “The University will establish a pool for merit raises for all Career Non-Tenure-Track faculty members equal to 2.25% of the group’s total base salary (prorated for FTE) in FY 16. To be eligible for the merit raise, the Career Non-Tenure-Track faculty member must have an appointment on December 31, 2016.”

This document provides the evaluation criteria and procedures that apply to all Career Non-Tenure Track Faculty (represented and unrepresented) employed by the UO Libraries at the University of Oregon. In years when merit money is available, all Career NTTF faculty must be evaluated for merit. Opting out of the process is not permitted. Regardless of type of appointment or FTE, each Career NTTF faculty member is eligible for consideration for the highest merit rating.

I. PROCESS

In years when merit money is available, the Dean of Libraries will notify all eligible NTTF. There will be three categories of merit awards: **no merit**, **merit** and **exceptional merit**. Merit awards for each category will be a fixed amount (i.e., not a percentage of base salary) dependent upon the amount of funds available for merit and determined by the Dean of Libraries. Each Career NTTF receiving **merit** or **exceptional merit** will receive a fixed amount, while each Career NTTF receiving **exceptional merit** shall receive an additional fixed amount. Career NTTF receiving a **no merit** rating shall receive no increase. Following allocation, the Dean of Libraries shall notify all Career NTTF of the fixed amounts awarded for merit and exceptional merit and the total numbers of recipients in each category.

Merit materials shall include:

- A merit assessment from the NTTF’s supervisor, based on the Career NTTF’s performance since the last merit review, that assigns one of three rating for each category (professional role, service, and professional development): no merit, merit, or exceptional merit;
- A merit statement from the Career NTTF that includes self-assessed ratings for each category (professional role, service, and professional development): no merit, merit, or exceptional merit;
- A current position description for the Career NTTF, signed and dated;
- A current CV, signed and dated;
- Optional supporting documentation (which may include publications, letters of support, or other material that could strengthen the Career NTTF’s case for merit), signed and dated.

The merit material should cover the totality of Career NTTF performance since the last distribution of merit awards. This policy outlining the process and criteria for merit awards will be made available in a venue readily accessible to all UO Libraries' Career NTTF and the location of these guidelines will be communicated with the call for merit assessments.

The Career NTTF and her/his supervisor must meet prior to submitting the merit documentation to go over the merit statement from the Career NTTF and the supervisor's assessment letter; the supervisor's assessment letter must be signed by both parties. Signatures indicate that the document has been reviewed and discussed.

Represented Career NTTF: Once all of the merit material have been collected by the library's Human Resources Manager, she/he will make the merit material for represented Career NTTF available to the Library Faculty Personnel Committee (LFPC), who will submit a report of merit assessments with a cover letter addressing discrepancies in ratings across the group, differences in assessment between the Career NTTF and supervisor or other problems to the Dean of Libraries for consideration. The Dean will submit final merit recommendations to Academic Affairs. (LFPC members who are unrepresented Career NTTF shall recuse themselves from the merit assessment process; LFPC members shall recuse themselves from assessing merit for their own applications or for applications where other conflict of interest issues arise).

Unrepresented Career NTTF: Once all of the merit materials have been collected by the library's Human Resources Manager, she/he will make the merit material for unrepresented Career NTTF available to a committee (consisting of the Dean of Libraries, the Associate and Assistant Deans, and Director, Library Systems) that will determine merit assessments; the Dean will submit final merit recommendations to Academic Affairs.

If the Dean makes a final merit recommendation for an employee that is different from the employee's merit self-assessment or differs from LFPC assessment, the Dean shall communicate the reasons for this difference directly to the employee, her/his supervisor, and the LFPC with the final merit decisions.

Documentation and Decision-Making:

All merit material will be submitted to the library's Human Resources Manager. Documented decisions will be maintained confidentially by Library Human Resources per the UO Records Retention Schedule.

Timeline:

Once it is known that merit money will be made available in a given year, a timeline for executing the merit process will be established and made available on the Libraries' staff intranet site for NTTFs.

II. CRITERIA

All Career NTTF in the UO Libraries are expected to be effective in their professional responsibilities as set out in their respective position descriptions. Professional responsibilities

include performance of professional role (day-to-day job activities); service to the Libraries, University, and/or community; and professional contributions. *Merit* shall be awarded to those whose activities meet expectations and *exceptional merit* will be awarded to those whose activities exceed expectations, based on the following criteria:

A. Professional Role

Assessment of professional role is based on the duties articulated in the position description under professional role.

1. Evidence of **merit** in professional roles includes: meeting expectations for performance of duties found in the professional roles section of the employee's position description; impact of accomplishments on the Libraries and/or the University; contributions to the Libraries' strategic objectives; other activity of similar scope and quality.
2. Evidence of **exceptional merit** in professional role includes: exceeding expectations for performance of duties as set out in the candidate's position description, e.g. through performance that in quantity or quality exceeds that described in Subsection 1, immediately above.
3. Ongoing participation in, or maintenance of, services that demonstrate positive impact on users or support the Libraries' strategic objectives can be considered evidence for either merit or exceptional merit.

B. Service to the Libraries and the University and/or Community

All Career NTTF are expected to contribute to the broader goals of the Libraries, University, and/or community through service on committees, initiatives, or similar groups. Service to consortial groups directly related to UO Libraries activities, such as the Orbis Cascade Alliance, count in this category. Service listed in the professional role section of the candidate's position description should be evaluated as performance in professional role rather than service. Contributions to the community through library-related work are also appropriate.

1. Evidence of **merit** in service to the Libraries and the University includes: contributions to a UO Libraries committee or similar group, other than those committees specifically identified as part of candidate's professional role; service to the University or to consortial groups, other than those committees specifically identified as part of candidate's professional role; contribution to the community through library-related work; and other activity of similar scope and quality.
2. Evidence of **exceptional merit** in service to the Libraries and the University includes: service work that substantially advances the overall work of the UO Libraries or University or the Libraries' strategic objectives or the University's mission; and performance in committee or similar collaborative group that is distinguishable for its leadership and/or positive impact on the work of the group.

C. Professional Contributions/Development

All Career NTTF are expected to be active in the profession.

1. For a qualitative description of evidence of **merit** in professional contributions, refer to section 4.1(c) or 4.3(c) of the UO Libraries “Contract Renewal and Promotion Procedures,” as appropriate for candidate’s rank. Evidence of merit in professional contributions/development includes but is not limited to: participation in professional or scholarly organizations that are appropriate to candidate’s responsibilities; contributions to the profession via conference presentations, publishing articles, or sharing expertise through other professionally-acknowledged venues; contributions to grant-funded projects that are not a part of the candidate’s professional role; works in progress; other activity of similar scope and quality that contributes to the practice of librarianship.
2. Evidence of **exceptional merit** in professional contributions/development includes: work having a substantial and positive impact on the profession, as may be indicated by accomplishments such as articles in peer-reviewed publications, writing or editing a monograph, professional honors or awards, and demonstrated leadership within professional groups such as those referenced in Subsection 1, immediately above. The definitive criteria for exceptional merit within professional contributions is that work have a substantial and positive impact on the profession.

III. MERIT RATINGS

Under the UO Libraries Career Non-Tenure-Track (NTTF) Professional Responsibilities/Workload Policy, expectations are that library Career NTTFs spend the largest percentage of their time and efforts (approximately 75-80%) in their professional roles. Thus, merit ratings are weighted in favor of professional role.

To receive a **merit award**, Career NTTF must show evidence of at least:

- **merit** in professional role and **merit** in at least one of the other two categories.

To receive an **exceptional merit award**, Career NTTF must show evidence of:

- **exceptional merit** in all categories

Initial policy was developed by the MTTF Merit Process Task Force, consisting of: John Russell (Chair), Jaye Barlous, Stephanie Kays, Katy Lenn, Miriam Rigby, and Annie Ziedman-Karpinski, and was submitted to the Dean of Libraries, April 2014; revised on behalf of the Provost, May 2014; revisions were submitted to Academic Affairs, May 19, 2014. Additional revisions were made at the request of the Senior Vice-Provost, and re-submitted on June 9, 2014. Final version approved by the Senior Vice-Provost posted here July 16, 2014. Minor correction to section regarding “Unrepresented NTTF,” revising members of Library Administrative Team, by Laine Stambaugh, 6/4/15. Policy revised by the Committee on UO Libraries NTTF Merit Awards (ad hoc) consisting of: David Woken, Kelley McGrath, Angus Nesbit, Lara Nesselroad, Terry McQuilkin, and Julia Simic and was submitted to the Dean of Libraries, May 2016. Policy draft approved by LFOA members on June 2, 2016, was submitted by the Dean of Libraries to Academic Affairs on June 2, 2016. Approved by Academic Affairs: June 21, 2016.

