

Revised June 8, 2016
Approved by Academic Affairs on September 26, 2016¹

REEES Merit Review Policy

Merit Review Committee(s) will be convened by the Director and will consist of two faculty members. In the case of the review of tenure-track faculty members, both members of the committee will be tenure-track faculty members. In the case of the review of non-tenure-track faculty, at least one of the two members of the committee will be a non-tenure-track faculty member, if possible. Individuals serving on the Merit Review Committee(s) whose merit is determined by REEES will be reviewed by the Director.

Both TTF and NTTF faculty will be asked to provide the following documents for review by their respective committee(s).

1. A current curriculum vitae
2. A brief activities report (typically, 1-2 pp.) highlighting professional accomplishments, courses taught, and service commitments, if applicable, since the last merit review that pertain to the position. Faculty may choose to include information outlining specific accomplishments and/or any special challenges and setbacks since the last review. Information about the following activities may be contained in this report:
 - a. Publications
 - b. Courses taught
 - c. Course development
 - d. Professional development: seminars, workshops, presentations, publications, or any other significant activities to improve teaching
 - e. Supervision and coordination
 - f. Service to department / college and university / community (related to promoting language study or departmental image); service to the profession by serving in a national or international professional group, on the board of a journal and/or by performing work such as reviewing abstracts for conferences, articles, or book manuscripts for journals or presses, and writing tenure or promotion letters.
 - g. Advising
 - h. Honors and recognition received
 - i. Any other activities relevant to professional profile, including other responsibilities (e.g. overseas advising, acting as Resident Director of a study abroad program, etc.)

¹ Track changes appearing in the document were accepted 02/10/2017

3. Syllabi for all classes taught during the period of review. (OCIAS office staff will compile teaching evaluations for all courses taught during the period under review.)

The following criteria will be used by the Merit Review Committees for the evaluation of the respective categories of faculty members. Faculty members who meet or exceed expectations will be eligible for merit raises.

Tenure-Track Faculty Evaluation Criteria

1. **Research:** The primary evidence of research by faculty will be the quality and quantity of publications in recognized journals or publishing houses. Of secondary consideration will be the presentation of papers in the following order of importance: invited lectures, papers delivered at national, international, and regional conferences, papers delivered at other universities, public lectures, and campus groups outside of Russian, East European and Eurasian Studies. The number of publications is not to be taken as an end in itself. Of greater importance is the contribution of the faculty member's work to scholarship, research, or continuing discussion of issues in their field, or related fields. Attention should be paid to the quality of the publishing venue, whether it is peer-reviewed, and what its standing is in the field.
2. **Teaching:** The committee will deem teaching satisfactory in the absence of recurring low teaching evaluations or numerous negative comments by students. Above-average performance can be established on the basis of favorable student evaluation, peer evaluation, and teaching awards. Other possible indications of merit in this area might be willingness to develop new courses to meet programmatic and/or student interests and needs, major revision of course content and materials, and experiments with new methods of teaching or new media or technologies. However, none of these activities should be regarded as either necessary or sufficient for exemplary teaching.
3. **Service:** Willingness to share in normal departmental duties such as committee assignments, student advising, etc., will constitute satisfactory service to the unit. Also of special merit will be participation in university, state, regional, and national committees or professional organizations. Credit will be given for service work performed for other University of Oregon departments and/or programs, such as serving on search committees, program evaluation committees, etc. Work on special projects, such as planning and running conferences or setting up new programs will be given special recognition. Service to the profession in the form of serving on the board of a professional journal, reviewing abstracts, articles, book manuscripts, and writing letters for tenure or promotion at the University of Oregon or outside it will also be considered.

Given that tenure-track faculty are typically evaluated for promotion on the basis of 40 percent research, 40 percent teaching, and 20 percent service, REEES will retain those percentages for evaluating merit performance.

The sum total score will determine the size of the recommended raise. Each of the three categories will be scored according to the following metric:

- 2 Outstanding performance
- 1 Satisfactory performance
- 0 Unsatisfactory performance

The score in each category will be multiplied by its applicable percentage. The Merit Review Committee(s) will present the Director with a brief report detailing the scores received in each category by each faculty member under review and the rationale behind these scores.

Merit raises will be based on a percentage of base salary.

Career Non-Tenure-Track Faculty Evaluation Criteria

1. **Teaching:** The committee will deem teaching satisfactory in the absence of recurring low teaching evaluations or numerous negative comments by students. Above-average performance can be established on the basis of favorable student evaluation, peer evaluation, and teaching awards. Other possible indications of merit in this area might be willingness to develop new courses to meet programmatic and/or student interests and needs, major revision of course content and materials, and experiments with new methods of teaching or new media or technologies. However, none of these activities should be regarded as either necessary or sufficient for exemplary teaching.
2. **Service:** Willingness to share in normal departmental duties such as committee assignments, student advising, etc., will constitute satisfactory service to the unit. Also of special merit will be participation in university, state, regional, and national committees. Work on special projects, such as planning and running conferences or setting up new programs will be given special recognition. Service expectations in REEES at the NTTF level are typically not as extensive as at the TTF level.

Normally, the relative weight of evaluation of career NTTF will consist of 90 percent teaching and 10 percent service. However, in the case of career NTTF whose job includes a special administrative position the relative weight of evaluation will consist of 75 percent teaching and 25 percent service.

The sum total score will determine the size of the recommended raise. Each of the categories will be scored according to the following metric:

- 2 Outstanding performance
- 1 Satisfactory performance
- 0 Unsatisfactory performance

The score in each category will be multiplied by its applicable percentage. The Merit Review Committee(s) will present the Director with a brief report detailing the scores received in each category by each faculty member under review and the rationale behind these scores.

Merit raises will be based on a percentage of base salary.

Non-Career Non-Tenure-Track Faculty Merit Criteria

The same criteria and procedures will be followed as in the case of career NTTF faculty; however, the recommendation for merit will be based 100 percent on teaching.

Determination of Raises

After the committee(s) have met and compiled their reports, the Director will meet with the faculty members on the committees to compare rankings and to determine final recommendations for merit. On the basis of these meetings and the Merit Committee's report(s), the Director will determine their recommendation for merit raises. Merit raises will be based on a percentage of base salary, and will be documented in the Director's report. This report will provide a rationale for the Director's recommendation of merit increases for all faculty members eligible for merit increases in the unit, including those reviewed by the Merit Review Committee and those reviewed by the Director. The Director's report will be made available to the Administration along with the Merit Review Committee's report(s).

Once the Director's recommendations for merit raises have been made and have been approved by the Administration, all faculty members who were eligible for merit increases in REEES will receive a letter from the REEES Director detailing the amount and percentage of their merit increase for the period under review.

Availability of the Merit Raise Policy

REEES's Merit Raise Policy will be circulated to REEES program faculty on the REEES faculty listserv before each merit review procedure and will also be posted on REEES's website.