

Department of Finance Merit Allocation Criteria

Merit pay increases are awarded in a manner consistent with the faculty member's performance and the percentage of effort allocated to teaching, scholarship, and service. The appraisal ratings for faculty performance are provided annually in the University of Delaware "Faculty Appraisal and Planning Form." The percentage of effort distribution is provided in the planning section of the appraisal documents from previous periods. The annual appraisal ratings are based on each faculty member's contribution in teaching, scholarship, and service, and the submission of relevant material for review during the appraisal process is guided by the "Promotion and Tenure Policies, Procedures and Criteria" of the Department of Finance. The chair meets with each faculty member to review the annual appraisal ratings to communicate the basis for the evaluation. Planning for future appraisal periods also will be conducted at this time. These discussions are guided by the Department of Finance "Workload Agreement."

This document provides a well-defined metric to be used in determining merit pool allocations, given different levels of faculty performance.

During the annual appraisal, each faculty member receives a rating from 1-9 for teaching, scholarship, and service, if there was any weight assigned to the area during the planning process. An overall rating is computed for each faculty member that is simply an average of the appraisal ratings weighted according to the percentage of effort. A faculty member who receives an overall rating that is below criterion (a score of 3 or less) will not receive any merit. A score of 3 will be awarded 0 merit and anyone with a score lower than 3 will have their overall average set at 3 (a lower score would result in negative merit which is not allowable). An average rating is computed for the department, which is a simple average of the overall rating for all faculty members sharing in the general merit pool allocation. A merit index then is computed for each faculty member by dividing each overall rating (less 3) by the departmental average (less 3). The merit index represents the percentage allocation provided for each percentage available in the general merit pool. For example, a merit index of 1.5 would result in a 1.5% merit allocation if the average allocation determined in the collective bargaining agreement is 1%, and 3% if the average is 2%. A detailed example of this Merit Allocation Criteria is attached.

It is important to note that the entire merit pool assigned to the department is a fixed dollar amount, and that this merit allocation metric results in a percentage recommendation. Given that there is a wide range of salary levels within the department, there will be minor deviations between the actual merit allocation and the merit index. Thus, it is necessary to make a minor adjustment to the merit index by multiplying it times the ratio of the total merit pool dollar recommendation divided by the actual merit pool dollar amount.

This document can be modified by the majority vote of the faculty in accordance with voting provisions of the Department Bylaws.

Approved by unanimous vote on December 4, 2002.

Department of Finance Merit Allocation Example

Faculty	Weights			Rating		
	Research	Teaching	Service	Research	Teaching	Service
A	0.50	0.50		9	9	
B	0.50	0.50		5	5	
C	0.35	0.50	0.15	6	5	8
D	0.10	0.75	0.15	1	8	5
E		1.00			7	
F	0.50	0.50		2	4	

Faculty	Overall Average	Merit Index	Merit Raises	
			1%	2%
A	9.00	1.93	1.93	3.86
B	5.00	0.64	0.64	1.29
C	5.80	0.90	0.90	1.80
D	6.85	1.24	1.24	2.48
E	7.00	1.29	1.29	2.57
F	3.00	0.00	0.00	0.00
=====		6.11	Departmental Average	