

MERIT PAY POLICY

DEPARTMENT OF LINGUISTICS AND COGNITIVE SCIENCE

REVISED AND FACULTY APPROVED OCTOBER 11, 2014

Annual faculty appraisals will be done in accordance with criteria set forth in the department workload and promotion and tenure documents, partially summarized here.

Evidence of achievement in research and scholarship includes but is not limited to: books, textbooks, monographs, edited volumes, journal and series editorships, articles in refereed journals and volumes including invited contributions, articles in proceedings and other forums, notes and book reviews, presentations at national and international and major regional conferences, invited lectures, grants and grant submissions.

Factors to be considered in evaluating faculty for teaching include but are not limited to: course evaluation forms, creation of new courses, renovation of existing courses, direction of dissertations, service on dissertation committees, direction of instructional programs, TA training and supervision, independent studies and other directed research, field activities including student teacher supervision, and academic advisement of students.

Factors to be considered in evaluating faculty for service include but are not limited to: nonacademic advisement of students (career, professional, or personal), activities for which nonacademic credit is given (such as living/learning experiences), service on department, college, and university committees and task forces, administrative and quasi-administrative appointments, participation in student-affairs related activities, service to the profession such as reviewing manuscripts for publication, chairing sessions at professional meetings, serving as an officer or committee member of a professional organization and professional consulting, and local, regional, national and international community service.

As part of the annual faculty appraisal, each faculty member will prepare a written summary of evidence of quality of activities and accomplishments in teaching, research, and service for the twelve months ending January 31. The Chair of the department will evaluate the faculty member's performance in teaching, research, and service on the basis of this written summary, and assign a numerical score in each of these categories on a scale of 1 to 9, where 1 is "unacceptable" and 9 is "exceptional." Each faculty member will meet privately with the Chair to discuss his or her professional activities and accomplishments of the past year and plans for the current and future years. At this meeting the Chair will show the faculty member the evaluation scores assigned in teaching, research, and service, as well as the mean and median scores of all faculty members in the department. In addition, this meeting will include a discussion of the faculty member's workload agreement for the next academic year. This agreement will be put in writing and signed by the faculty member and the Chair.

Merit pay increases will be assigned as follows:

1. The Chair will compute a composite evaluation score for each faculty member from the merit rating that he or she received in each category of performance: teaching, research, service. The merit rating in each category of performance multiplied by percentage of effort yields the total

number of points earned by the faculty member in that category. For example: a faculty member who receives a rating of 8 in teaching, with 50% of total effort devoted to that category, will earn a total of 4 points in that category. The composite evaluation score is the sum of the points earned in each of the three categories. For example, if the same faculty member also earned 8 in teaching and 8 in service, with workload 40% research and 10% service, he or she would have a composite evaluation score of $(8 \times 0.5) + (8 \times 0.4) + (8 \times 0.1) = 8$.

2. Half of the department's merit pool is apportioned based on a fixed share method. The Chair will total the composite evaluation scores to determine the number of equal shares. Dividing half of the total dollar amount of the merit salary pool by the total number of shares to be distributed yields the dollar value of a single share. The shares portion of the merit salary allocation will be determined for each faculty member by multiplying his or her composite evaluation score by the dollar value of a single share. For example, if the value of a share is \$100, a faculty member whose composite evaluation score is 8 will receive a merit salary allocation of $\$100 \times 8 = \800 .
3. Half of the department's merit pool is apportioned based on a percentage share method such that each faculty member receives a percentage raise proportional to his or her composite evaluation score. This is calculated as follows: The faculty member's base salary is divided by the sum of all faculty base salaries. The resulting number ("PS" in the formula below) is multiplied by the faculty member's composite evaluation score ("CE") calculated as above. The product of this multiplication is divided by the sum of the same calculation for all faculty members in the department (see the formula below). The dollar amount of the percentage portion of the merit salary allocation is calculated by multiplying the resulting number by half of the dollar amount of the merit salary pool. The formula is the following, where subscript "1" indicates faculty member 1 whose amount is being calculated, and subscripts "2" through "n" the rest of the faculty in the department:

$$\text{Dollar amount}_1 = \frac{CE_1 \times PS_1}{(CE_1 \times PS_1) + (CE_2 \times PS_2) + \dots + (CE_n \times PS_n)} \times \frac{1}{2} \text{MeritPool}$$

CE = Composite evaluation score, calculated as described above.

PS = Proportion salary; the faculty member's salary divided by the total faculty base salaries for the department.