

## **Department of Communication**

### **Merit Metric Guidelines**

November, 2002

All faculty in the Department of Communication will complete the Faculty Annual Activity Report (FAAR) by February 15. These FAARs will provide the data for the evaluations upon which merit pay will be based.

The Chair of the Department will evaluate each faculty member's activities as documented by his/her FAAR.

Merit increases will be based on the following formula:

1. Each faculty member's average research (where appropriate), teaching, and service scores will be weighted by the proportion of that faculty's workload associated with research, teaching, and service. These averages will be summed. (Ind. Score)
2. The summed evaluation scores of all the faculty will be summed. (Tot. Score)
3. Each faculty member's proportion of the merit pool will be calculated:

Individual Merit Increase = Ind. Score / Tot. Score \* Total Merit Pool