

DLLC MERIT ALLOCATION METRIC

APPROVED DECEMBER 2002

UPDATED SEPTEMBER 2020

The Department of Foreign Languages and Literatures adheres to the following procedures to determine merit pay allocations for its full-time faculty.

- 1) Merit funds allocated by the University are placed into a single merit pool, from which the Chair allocates all merit raises. To determine an individual's merit raise, the Chair will compute that individual's number of "merit units."
- 2) To determine merit units, the Chair will begin with the evaluation number(s) recorded in the most recent Faculty Appraisal Form in each of the relevant fields of teaching, research/scholarship/creative activity, and service.
- 3) The Chair will then multiply each numerical evaluation in a field by the percentage of workload effort assigned to that field in the previous Planning Form. For example, a teaching evaluation of 8 would be multiplied by a workload percentage of 62.5 % for a faculty member who had taught five three-credit courses in that year. This operation yields the number five and would count as five merit units towards the merit raise. Merit units for research/publication and service would obviously be computed in the same way. Similarly, a teaching evaluation of 8 for a faculty member who teaches eight three-credit courses per year (deemed a 100 % workload) would be multiplied by 100 %, for eight merit units.
- 4) The Chair will compute the merit units for each faculty member and then sum up the merit units for the Department as a whole.
- 5) The Chair will divide the total for the merit units of the Department into the amount of the merit pool in order to obtain the dollar value of each merit unit. If, for example, the Department had accumulated 250 merit units and the merit pool amounted to \$25,000, then a merit unit would equal \$100.
- 6) To determine the merit raise of an individual faculty member, the Chair will multiply his or her merit units by the dollar value obtained in step 5.
- 7) The Chair will then recommend to the Dean a merit raise computed in accordance with the steps listed above.

DLLC EVALUATION METRICS*

(Revised: May, 2020)

*The Department chair, on the advice and with the consent of the Executive Committee, will have the authority to add activities to or delete them from this metric, and to assign appropriate point values, both for the sake of fairness. As changes are made, they would then be published and distributed to the DLLC faculty.

I. TEACHING METRIC

BASE POINTS

Basepoints in teaching will be calculated on the combined average rating on question 7 of the course evaluation form (*What is your overall evaluation of the instructor's teaching of this course?*):

For a rating of 4.0 or above:	6 points
For a rating between 3.5 and 3.9:	4.5 points
For a rating below 3.5:	3 points

ADDITIONAL MERIT POINTS FOR TEACHING-RELATED ACTIVITIES

May total up to 4 pts.; documentation is expected. Note that the Base + Teaching-Related Points may not exceed 9:

Awards

A faculty member receiving a major honor/recognition (e.g. Arts & Sciences Outstanding Teacher Award, DeCTFL Teacher of the Year, etc.) earns a 9 for two consecutive years.

Professional Development

Participation in faculty development course, workshop, or pedagogically-oriented professional meeting (Points depend on length of training and evidence of impact. May not be multiplied to total > 1)	0.25 to 1
Pedagogical talk or presentation of workshop at professional meeting (May not be multiplied to total > 1)	0.5
Pedagogically-related talk on campus or at secondary schools (May not be multiplied to total > .5)	0.25
Planning & execution of a pedagogically-oriented extracurricular event	0.25 to 1
Office in professional pedagogical organizations (state, regional, national, international)	0.5

Teaching innovations and course/ program development

Creation and teaching of a new course	0.5 to 1
Course redesign	0.25 – 0.5

Serving on language faculty committees (e.g. text adoption, course revision, etc.; may not be multiplied to total > .5)	0.25 – 0.5
Contributing materials to textbooks (exercises, tests, dialogues, web or computer-based materials)	0.25 to 1

Individualized instruction, mentoring, and advising

Direct independent study course	1 per course
Direct undergraduate thesis	0.5
Direct M.A. thesis	2
Serve as 2 nd reader of undergraduate or M.A. thesis	0.5
Reader of PhD dissertation (internal or external)	1
Honors Reader	1
Faculty Advisor to Honor Society (e.g. Eta Sigma Phi) or to a Student Association	0.5
Faculty Advisor to Majors (CT faculty only)	0.25 to 0.5
Faculty Advisor to Minors (depending on # of minors)	0.25 to 1

Special teaching

Honors add-on section	0.25 to 0.5
Second writing section	0.5
Teaching a course with combined levels (e.g. 4xx/6xx)	1
Non-traditional instruction formats (hybrid, dual-enrollment, etc.)	0.5
Average class size of >25 students per semester	0.25/semester
Total number of students per semester of >75	0.75 – 1

Teaching-Oriented Grants

Receiving external teaching-related grant	1
Receiving in-house teaching related grant	0.5

Study abroad

Pre- and post-departure duties involved w/ directing, co-directing, or assistant directing a study abroad program	1 to 2
Conducting study abroad interviews for semester programs (CT Faculty only)	0.25

CT Faculty with 100% teaching workloads may count course coordination and TA mentorship duties towards their teaching, as follows:

--Course Coordination	.5 to 1
--TA mentorship and/or supervision	.5 to 1

II. SERVICE METRIC

NOTE: Faculty should bear in mind that many service responsibilities extend over the course of two calendar years, so that, in many cases, the point awarded would total half of the maximum provided for that activity.

SERVICE TO THE DEPARTMENT OF LANGUAGES, LITERATURES, & CULTURES

Leadership Positions

Associate Chair	7–9
Director of Graduate Studies	7–9
Director of Undergraduate Studies	7–9
Scheduling Officer	7–9
Placement Advisor	2–4
Search Committee Chair	3
P&T Committee Chair (Full or Associate)	2–3
Language Faculty Chair	2–6 (depending on language faculty size)
Sequence Supervisor	2–6 (depending on language faculty size)
Course Coordinator	2–6 (depending on language faculty size)
Teaching Assistant Observer	2–6 (depending on language faculty size)
Transfer of Credit Officer	0.5–4 (depending on language faculty size)
<i>Polyglot</i> Editor-in-Chief	4–6
P&T Subcommittee Chair	1
Peer Review Subcommittee Chair	1
Election Officer	2–3
Technology Committee Convener	0.5
Library Committee Convener	0.5 (when the committee has business)
Film Studies Committee Convener	0.5
Liaison in Study Abroad & Exchange Programs	0.5–2
Honors Day Coordinator	1

Membership Positions

Executive/Personnel Committee	1–2
Graduate Studies Committee	1–2
Undergraduate Studies Committee	1–2
<i>Polyglot</i> Contributing Editor	2
P&T Subcommittee	1
Peer Review Subcommittee	1
Search Committee	1–2
Scholarship/Internship Committee	1

Distinguished Lecture, etc. Committees	1
Convocation Committee	1
Mentoring colleagues	0.5
Study Abroad Interviews	0.5–1 (depending on number interviewed)
Other ad hoc committee membership (e.g. Film Studies, Technology, Library, etc.)	1–2
Miscellaneous (Fundraising, retirement organizer, etc.)	0.25–1

SERVICE TO THE COLLEGE OF ARTS & SCIENCES

A&S Senator	0.5–1
A&S Committee Chair	2–6
A&S Committee Member	1–3
Area Studies Program Chair (e.g. Latin American Studies, etc.)	2–6
Area Studies Program Member	0.5–1
Other Program Chair (e.g. Women’s Studies, Comp. Lit., etc.)	2–6
Other Program Member	0.5–1

SERVICE TO THE UNIVERSITY OF DELAWARE

University Senator	0.5–1
University Committee Chair	2–4
University Committee Member	1–3
FLL Representative to UD outreach events (e.g. Delaware Decision Days, etc.)	0.5
United Way, Wellness, etc. Liaison	0.5

SERVICE TO THE PROFESSION

Proposal reviewer (NEH, ACLS, etc.)	0.5
External evaluator for promotion cases	0.5
Evaluator for conference papers	0.5
Office in professional organizations (internal, national, regional)	1–3
Conference session Chair or Organizer	0.5
Conference Organizer	1–2
Reports (published)	0.5

SERVICE TO THE COMMUNITY

Informal talks given to community groups	0.5
Volunteer teaching of the target language	0.5

HONORS & AWARDS

International, national, community service award	0.5–3
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Other Service (please specify and justify) 0.5–2 (depending on time expended)

III. SCHOLARSHIP METRIC

- Where range is indicated, point value will be assigned according to the reputation of the journal or press, the length of the publication and the breadth and depth of research.
- Authored scholarly books of 100 pages or more count when they are accepted for publication (i.e. when a contract is issued) and then again either the following year or when they are published, according to the faculty member's wishes.
- Other publications count either when they are accepted for publication or when they appear, but not both (the faculty member decides). Documentation of acceptance is required.
- Print and electronic publications count equally.
- Work published by vanity presses, print or electronic, has no point value.
- Co-authored or co-edited publications: divide point value by number of authors/editors.
- Due to unpredictable external publishing timelines, points in excess of 9 may be carried over to the next year (for one year only).

BOOKS

Authored scholarly books (>100 pp) (university, trade, or academic press)	7-9
Authored scholarly books (50-99 pp)	5-7
Authored scholarly books (<49 pp)	3-4
Scholarly editions	3-7
Edited volumes	4-6
Creative works (book-length, published by a recognized trade press)	3-9
Textbooks (published by recognized textbook publisher)	5-7
Revised edition of book or textbook	2-3
Translations (book-length)	3-5
Book-length annotated bibliographies pub. by a university, trade, or academic press)	3-5

SCHOLARLY ARTICLES AND NOTES

--in refereed journals	2-3
--in refereed, edited collections	2-3
--in proceedings volumes	1-2
--in non-refereed journals or non-refereed self-edited collections	1-1.5
--book chapters	1.5-2.5
--notes (<5 pp) in any of above	0.5

GRANTS AND AWARDS

Major external grant (e.g. Guggenheim, NEH, ACLS)	3-5
Other external grant (e.g. NEH Summer Grant, Folger)	1
Major external awards/prizes (MLA book award; best article in a refereed journal)	2-3
Other external awards/prizes	0.5-1

Internal award (GUR, IHRC, CGAS, IGS-Globex, etc.) 0.5

ASSORTED OTHER PUBLICATIONS

The following will have a maximum value of 0.5:

Standard Encyclopedia Entries

Book reviews (in academic journals and reputable periodicals)

Abstracts

Reprint of book or article

The following publications will have a value of between 0.5 and 1.5:

Substantial Encyclopedia Entries

Review articles (>5 pp)

Bibliographies (article-length)

Annotated bibliographies (article-length)

Workbooks

Book prefaces

Creative works (poems, short stories)

Films and videotapes (for distribution by publisher)

Electronic Media (0.5-5)

(software, multimedia, internet-based materials w/ scholarly foundation)

NOTE: the combined total of points earned in the following categories may not exceed 5

ORAL PRESENTATIONS

Plenary speaker, national or international conference 2.5

Plenary speaker, regional conference 1.5

Invited lecture (off-campus) (at least 45 min) 1.5

Invited lecture (on-campus—e.g. Women’s Studies Series, Women of Promise Dinner) 1

Conference paper (20-30 min.) 1

Respondent, Discussant, Round-table participant 0.5

OTHER

Editor, university or academic press 2–3

Editor of a refereed journal 2–3

Guest Editor of one issue of a refereed journal 1.5–2

Board of Editors, university or academic press 0.5–1

Board of Editors, refereed journal 0.5–1

Consultant manuscript evaluator Up to 0.5 (depending upon # and length
of manuscripts evaluated)

Participant in faculty development seminars on
scholarly topics (>1 week min.) 0.5

WORK IN PROGRESS (0.5–1)

Book-length projects only. Hard evidence is required. (May be counted for up to 3 yrs.)