

University of Delaware
School of Education
Merit Salary Allocation Process

The School of Education Merit Salary Allocation Process is implemented each academic year between February and mid-May. The process consists of six steps:

1. Each faculty member prepares a written summary of evidence of quality of activities and accomplishments in teaching, research, and service for the twelve months ending January 31. The written summary and a draft Workload Planning Form are submitted to the office of the Director of the School of Education on or before the first Wednesday of Spring Semester.
2. The Director (or Associate Director) reads each written summary of professional activities and accomplishments and evaluates each faculty member's performance in teaching, research, and service on the 9-point scale of the Faculty Appraisal Form using the criteria specified in the School of Education Promotion and Tenure Policy document.
3. During Spring Semester, each faculty member meets privately with the Director (or Associate Director) 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 Director (or Associate Director) shows the faculty member the completed Faculty Appraisal Form, which includes numerical ratings on a 9-point scale for teaching, research, and service as appropriate, given each faculty member's Faculty Workload Agreement. In addition to the individual faculty member's evaluation scores for teaching, research and service, the Faculty Appraisal Form will also indicate the average evaluation score for School of Education faculty in teaching, research, and service. The faculty member and the Director (or Associate Director) will sign and date the Faculty Appraisal Form, indicating that the performance evaluation was discussed. In addition, this meeting will include a discussion of the faculty member's workload agreement for the next academic year. The Director (or Associate Director) and the faculty member will complete and sign the Workload Planning Form.
4. The Director will use each faculty member's evaluation ratings for teaching, research, and service to generate a composite evaluation score for each faculty member that is weighted in proportion to the faculty member's workload agreement. For this calculation, evaluation ratings of 1 through 4 are worth 0 points, and ratings of 5 through 9 are worth 1 to 5 points (i.e., rating of 5 = 1 point, rating of 9 = 5 points). For example, for a faculty member whose workload is 50% teaching, 25% research, and 25% service and whose points are Teaching: 4, Research: 2, Service: 2, the composite evaluation score would be : $(4 \times .50) + (2 \times .25) + (2 \times .25) = 3$.
5. Half of the merit pool is apportioned based on the fixed share method. The Director 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 3 will receive a merit salary allocation of $\$100 \times 3 = \300 .
6. The other half of the merit pool is apportioned based on the percentage share method such that each faculty member receives a percentage raise proportional to his/her composite evaluation score.