

**UNIVERSITY OF DELAWARE**  
**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**  
**DEPARTMENT OF ENTOMOLOGY AND APPLIED ECOLOGY**  
**Policy for Merit Salary Allocation**  
Revised and adopted November 5, 2002

**General Provisions:**

1. All members of the collective bargaining unit, including all full-time employees who are regular members of the voting faculty of the University of Delaware, shall be eligible for annual merit salary increases.
2. As discussed in the Collective Bargaining Agreement, Section 12.4, merit pay increases shall be awarded in a fashion that is consistent with the faculty member's performance during the previous year in the areas of teaching, scholarship, extension, and service, as documented in the annual evaluation conducted by the Department Chairperson.
3. The Department Chairperson shall be responsible for assigning annual merit salary allocation in a manner that is consistent with the provisions of this document.
4. Merit salary increments shall be based on each faculty member's three (or four) 9-point scale appraisal ratings assigned by the Department Chairperson.
5. There will be a direct and consistent correlation between the evaluation of faculty performance (weighted for workload distribution) and the allocation of merit funding.
6. Upon request, the Department Chairperson shall review with a faculty member the specific information indicating the correspondence between the faculty member's merit pay and appraisal ratings.
7. Any modification to the provisions of this document must be approved by a majority vote taken by written ballot of the departmental faculty who are members of the collective bargaining unit and whose PAFs reside in the Department.

**Criteria for Evaluation:**

Appraisal ratings shall be based on the following 9-point scale:

- 4 = very poor/unsatisfactory
- 5 = satisfactory
- 6 = good
- 7 = very good
- 8 = excellent
- 9 = outstanding

A complete description of the criteria on which evaluations of teaching, scholarship, extension and service are based is found in the department's Promotion and Tenure Policy. Brief examples follow:

Teaching:

Effectiveness in teaching undergraduates and/or graduates; in other instructional activities; e.g. independent study (excluding dissertations and theses); non-credit teaching, instructional development, student advisement and/or counseling; etc.

"At criteria" (5)

"Doing your job." Student ratings consistently 3.0-2.0; student comments generally favorable/complementary; evidence that instructor has revised notes, course outlines, lab manuals, etc., to reflect current state of knowledge; instructor available to students; advises undergraduates.

Above average criteria (6-7)

Student ratings generally 2-1; indications courses are rigorous but fair; taught better than others; effective undergraduate advising of 15+ students; participating in teaching effectiveness workshops; participation in key departmental, college and university committees concerned with teaching and curriculum; chapters in key teaching text.

Above criteria (8-9)

Textbook or lab manual adopted by other institutions; College, University, or Professional Society teaching or advising award; consistent high student ratings (1.5-1 range); consistent excellent student comments; applied for and received teaching-related grant money.

Research/Scholarly Activities:

Quality and quantity of activities; effectiveness in directing research projects, dissertations, and/or theses; grant proposals and/or awards; etc.

"At criteria" minimum to satisfactory (4-5)

2 journal papers in referred journals of suitable quality or 1 journal paper + grant support or 1 book chapter + 1 journal paper.

Above average criteria (6-7)

3 journal papers or 2 papers + grant support.

Above criteria (8-9)

4 journal papers or 2 journal papers + grant support of \$30 K or more/year or 2 journal papers + book chapter + grant support or 1 scholarly book by a reputable company or 1 paper in Science, Nature, or PNAS; College, University, or Professional Society research awards.

Extension Activity:

Typical activities include but are not limited to development or adoption of educational materials; creation of Extension publications; evaluation of a program's impacts; completion of applied, demonstration, methodological, and evaluation research; publication of articles in referred and non-referred professional publications; scholarly and research presentations made at professional meetings and industry and business conferences; and innovative programs. Criteria for evaluation include:

1. Quality, appropriateness, creativeness and relevance of materials and programs, either original or adapted from national Cooperative Extension Service.
2. Quality and quality of output.
3. Contribution to individual, county and/or state plan of work.
4. Ability to obtain contracts and grants to support scholarly activities.
5. Ability to work effectively with extension colleagues.
6. Documentation of impacts as related to plan of work.

Service:

Effectives in service within the University, e.g., departmental, college, and University committees, in service outside of the University, e.g., assigned professional service consultation; professional service to professional or community organizations; in administrative assignments (if any).

**Metric Used for Merit Raises**

(Evaluation Score for Teaching) X (Proportion of time spent Teaching) + Same for Research + Extension + Same for Service = Overall Rating for each faculty member. Add up total of all Overall Ratings for entire faculty, and determine each person's proportion of the total. Each person's proportion of the total overall rating multiplied by the "total merit percent" (merit pool percentage x number of people) = each person's merit increase. Example If the merit pool percentage of 1.5 for 6 people, the "total merit percent" =  $1.5 \times 6 = 9$ . If Faculty A had an overall rating of 8, which was 0.1796 of the total of overall ratings for all 6 faculty, Faculty A would get  $0.1796 \times 9 = 1.62\%$  merit increase.