

**FLL MERIT ALLOCATION METRIC**  
**APPROVED BY THE FLL FACULTY**  
**18 DECEMBER 2002**

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.

**FLL EVALUATION CRITERIA FOR TEACHING**  
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A faculty member receiving a major honor/recognition (e.g. DeCTFL Teacher of the Year, UDel Distinguished Teaching Award) earns a 9 for two consecutive years.  
 Anyone whose student evaluations average within the top 15% of the department for 3 out of 5 years will also receive a rating of 9 (for one year).

Otherwise points are earned as follows:

**BASE POINTS:**

courses averaging in lowest 15% of department	3
courses averaging in top 15% of department	6
all others*	4.5

**ADDITIONAL POINTS FOR TEACHING-RELATED ACTIVITIES (may total up to 3):**

Receiving external teaching-related grant	1
Receiving in-house teaching-related grant	.5
Gradebook Manager	.5 to 1
Creation and teaching of a new course	.5 to 1
Honors add-on section	.25 to .5
Second writing section	.5
Faculty Advisor to Minors (depending on # of minors)	.25 to 1
Participation in faculty development workshop or pedagogically-oriented professional meeting (Points depend on length of workshop/meeting and may not be multiplied to total > .5)	.25 to .5
Pedagogical talk or presentation of workshop at professional meeting (May not be multiplied to total > 1)	.5
Pedagogically-related talk on campus or at secondary schools (May not be multiplied to total > .5)	.25
Planning & execution of a pedagogically-oriented extracurricular event	.25 to 1
Serving on language faculty committees (e.g. text adoption, course revision, etc.; may not be multiplied to total > .5)	.25
Faculty Advisor to Honor Society	.5
Direct undergraduate thesis	.5
Direct M.A. thesis	1
Serve as 2 <sup>nd</sup> reader of undergraduate or M.A. thesis	.25
Reader of Ph.D dissertation (internal or external)	.5

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\* The Chair retains discretion to assign a rating of 1 in the case of unsatisfactory performance. Indications of such performance are student evaluations that are consistently and unusually low, plus comments from a significant number of students criticizing the instructor for lack of preparation, failure to attend classes, confusing classroom presentations, inconsistent grading, and general inability to communicate the course material. The Chair may assign a rating of 2 to indicate that the instructor needs to work to improve his/her teaching performance.

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Contributing materials to textbooks (exercises, tests, dialogues, web or computer-based materials) or to national tests or contests (ETS, AATF/AATSP/AATI/AATG etc.); recording/videotaping materials for these vehicles	.25 to 1
Office in professional pedagogical organizations (state, regional, national, international)	.5
Pre- and post-departure duties involved w/ directing, co-directing, or assistant directing a study abroad program	.5 to 1
Creating a new study abroad program	.5 to 1
Average class size of >25 students per semester	.25/semester

**FLL EVALUATION CRITERIA FOR SCHOLARSHIP**  
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Note: where range is indicated, point value will be assigned according to the reputation of the journal or press, the length of the publication, the breadth and depth of research, etc. 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). 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. Faculty who earn more than 9 points in a given year may not carry over the surplus points to the following year. All faculty showing evidence of scholarly activity begin with a base point of 1.

**A. Books: (2-9)**

Authored scholarly books (>100 pp) (university, trade or academic press): 7-9

Authored scholarly books (50-99 pp): 5-7

Authored scholarly books (<49pp): 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

Leather-bound books: off the chart

Illuminated manuscripts: 0 (unpublished material)

**B. Scholarly Articles and Notes (.5-3):**

--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: .5

**C. Grants and Awards: (.5-3)**

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, Pulitzer Prize): 2-3

Other external awards/prizes: .5

**D. Flotsam and Jetsam (assorted other publications) (.1 - 1.5)**

*The following will have a maximum value of .5:*

Standard Encyclopedia Entries

Book reviews (in academic journals and reputable periodicals)

Abstracts

Reprint of book or article

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*The following will have a value of between .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)

***E. Electronic Media (.5-5)***

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

cd-roms: (value varies with type of publication, as above)

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

***F. Oral Presentations: (.5 - 2.5)***

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: .5

***G. Other: (.5 - 3)***

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: .5 - 1  
Board of Editors, refereed journal: .5 - 1  
Consultant manuscript evaluator: Up to .5 (depending upon # and length of mss. evaluated)  
Participant in faculty development seminars on scholarly topics (>1 week min.): .5

***H. Work in Progress: (.5-1)***

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

**FLL EVALUATION CRITERIA FOR SERVICE**  
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Note #1: 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.

Note #2: 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, and also to maintain balance with the teaching and scholarship metrics. As changes are made, they would then be published and distributed to the FLL faculty.

**Service to the Department of Foreign Languages & Literatures**

**Leadership Positions**

Associate Chair	7 – 9
Director of Graduate Studies	7 – 9
Director of Undergraduate Studies	6 – 8
Scheduling Officer	7 – 9
Placement Advisor	2
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)
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 to Study Abroad & Exchange Programs	0.5 – 2
Honors Day Coordinator	0.5

**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

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Convocation Committee	1
Mentoring colleagues	0.5
Study Abroad Interviews	0.5 – 1 (depending on number interviewed)
Other ad hoc committee membership ( <i>e.g.</i> , Film Studies, Technology, Library, etc.)	1 – 2
Miscellaneous (Retirement organizer, eulogies, etc.)	1

**Service to the College of Arts & Science**

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

**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 ( <i>e.g.</i> , 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 international, 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)**