

DEPARTMENT OF MECHANICAL ENGINEERING

Metrics for Merit Salary Allocation

I. INTRODUCTION

Merit salary increases are intended to serve as incentives and recognition for exceptional faculty efforts that further the mission of the Department of Mechanical Engineering. To do this fairly, the basis for determining these increases must be clearly defined. Accordingly, the following are the metrics used by the Department of Mechanical Engineering to allocate merit salary increases for faculty. The merit allocations are based on the annual faculty evaluations, and the merit metrics must be made available to the faculty prior to the period of evaluation.

II. DEVELOPMENT OF MERIT METRICS

Merit metrics are developed by the Chairperson in consultation with the faculty and approved by a majority of the faculty, the chairperson, and the Dean of the College.

III. APPLICATION OF MERIT METRICS

The Department is allocated a single merit pool for the faculty. All merit funds will be made available to all members of the merit pool based on the metrics stated below. No merit funds will be withheld for distribution by any other method. Merit pay increases are allocated based on the faculty member's performance as reflected in the annual evaluation conducted by the department chairperson and according to the metric that follows. General criteria for the annual evaluation are given in the appendix of this document.

IV. MERIT METRICS

Merit pay increase is intended to reward faculty members who excel in teaching, research, and/or service. Faculty members are encouraged to make substantial contribution to more than one category among teaching, research, and service. The merit pay increase will be determined as follows:

1. From the Chair's rating of all the faculty members' annual performance evaluation in each category (i.e., research, teaching, or service) a "median" rating is identified.
2. Faculty members rated above the median value in more than one category (e.g., teaching and research, research and service, or teaching and service) will receive a merit pay increase above the percentage of the merit pool available.
3. Faculty members rated below the median value in more than one category will receive a merit pay increase below the percentage of the merit pool available.
4. The amount of increase or decrease relative to the merit pool percentage is proportional to the magnitude of deviation from the "median" values.
5. Faculty on an approved sabbatical leave will receive merit consideration. The lack of contribution to teaching and service during the leave is expected.

V. REVISION OF MERIT METRICS

The merit metrics will be reassessed every five years, or when requested by the Chairperson or a majority of the departmental faculty. Modification to these merit metrics must be approved by a majority of the faculty and the chairperson, and forwarded to the Dean of the college for approval.

Mechanical Engineering Faculty Annual Evaluation

1. Teaching:

- 1.1 Courses taught (course no., title, required or elective, no. of enrollment, new course?)
- 1.2 Textbooks authored (authors, title, publisher, year)
- 1.3 Undergraduate students advised
- 1.4 Teaching improvements activities, e.g., workshop and seminars attended
- 1.5 Development of innovative teaching methods
- 1.6 Teaching awards and honors
- 1.7 Participation in recruitment, e.g., Decision Days, telephone recruitment
- 1.8 Ph.D. students advised
- 1.9 M.S. students advised
- 1.10 Thesis and dissertation committee service
- 1.11 Others

2. Research

- 2.1 Books (authors, title, publisher, year)
- 2.2 Refereed journal publications and book chapters (authors, title, journal, page number, and year)
- 2.3 Conference proceedings (authors, title, conference title, location year)
- 2.4 Externally funded research projects and expenditures (co-investigators)
- 2.5 Research proposals submitted/pending (co-investigators)
- 2.6 Ph.D. students graduated
- 2.7 M.S. students graduated
- 2.8 Post doctoral fellows advised
- 2.9 Research awards and honors
- 2.10 Invited seminars
- 2.11 Keynote presentations
- 2.12 Others

3. Service

- 3.1 University committees
- 3.2 College committees
- 3.3 Department committees
- 3.4 Journal editor
- 3.5 Chairmanship and office of professional societies
- 3.6 Chair/organizer of technical meetings, conferences and workshop
- 3.7 Service awards/honors
- 3.8 Special assignments (e.g., local chapter of professional societies, search committee, Associate Chair, Associate Dean)
- 3.9 Others