

Guidelines for Annual Faculty Appraisals and Merit Metric
Department of Political Science and International Relations
Approved by the Faculty, 26 March 2010
Revised by the Faculty, 22 May 2013

“The intent of the annual evaluation procedure is to:

- Provide the faculty member and the chair with an opportunity for personal review
- Provide an accurate means of planning and evaluation of a faculty member's professional growth and development
- Provide each faculty member and the University with timely and documented information concerning the faculty member's achievements and goals.

In addition to the above, these appraisals form the basis for merit pay increases.”

(UD Faculty Handbook, Section 4, Personnel Policies for Faculty, Workload and Evaluation)

Faculty appraisals are based on departmentally approved guidelines for teaching, scholarship, and service. These guidelines are meant to provide a measure of flexibility and judgment in use, though they are also meant to provide clear direction to the Chair and faculty members. Each year, the Chair meets in person with each faculty member in the department to discuss the faculty member's development during that year and plans for the coming year.

Changes to the guidelines must be approved by the department faculty, the College of Arts and Sciences and the Office of the Provost.

1. Teaching

2. Scholarship

- Publications
- Presentations
- Grants

3. Service

- Department
- College/University
- Profession/Discipline
- Community

4. Overall Scores

5. Metric for Merit Distribution

Teaching

Value	Quantity	Points	
			1. Student Perception of Teaching Performance (per course)
15			a. "Excellent" scores (90% or more 'a and b')
10			b. "Very Good" scores (75%-89% 'a and b')
5			c. "Average" scores (50%-74% 'a and b')
			2. Teaching grant received
20			a. Large (> \$10,000)
15			b. Moderate (\$5,000 - \$9,999)
10			c. Small (< \$4,999)
			3. Teaching grant proposed
7			a. Large (> \$10,000)
5			b. Moderate (\$5,000 - \$9,999)
3			c. Small (< \$4,999)
12			4. New course development (non-existing course)
8			5. New (first time teaching) existing course prep
			6. Teaching Award
10			a. Nominated
50			b. Received
			7. Advising
			a.) Award (Department/College/University)
10			1.) Nominated
50			2.) Received
10			b.) Standard advising role
10			d.) Additional advising role (More than 45 Advisees)
			8. Other Aspects of Teaching
8			Service course (150, 240, 300); second writing course; course with more than 50 students
4			Course with more than 100 students – add 4 points per increment of 50 students
			9. Student Development
			a.) PhD dissertation committee (only in year defended)
15			1.) Chair
10			2.) Member
			b.) Long paper or dissertation proposal committee (only in year defended)
10			1.) Chair
5			2.) Member
			c. Grading field exam
.5			1.) Points for track (quantity is per student)
.5			2.) Points for section (quantity is per student)

			d.) Honors or senior thesis (points per student)
10			1.) Chair
5			2.) Member
5			e.) Supervise teaching assistants (graduate or undergraduate)
10			e.) Summer student activities (e.g., McNair, Summer Scholar)
8			f.) Independent study, research, honors student contract
.5			g.) Letters of recommendation (points per letter)
			10. Miscellaneous teaching activities of use and interest to the Department, College, University, Discipline, and Profession
			TOTAL

Rules on Scoring Teaching:

- Student perception of teaching performance points are Q. 16 – overall instructor rating - from course evaluations, combining percentages for a and b.
- Points for miscellaneous teaching activities shall be allotted in coordination with the department Chair.

Scholarship: Publications

Value	Quantity	Points	
			1. Books
			a. Prominent Peer-Reviewed Press
60			1.) Single author
40			2.) Co-author
35			3.) Editor
20			4.) Co-editor
			b. Less Prominent Peer-Reviewed Press
40			1.) Single author
30			2.) Co-author
20			3.) Editor
15			4.) Co-editor
			2. Articles
			a. Prominent Peer-reviewed Journal (or its equivalent)
25			1.) Single author
16			2.) Co-author
			b. Less Prominent Peer-reviewed Journal (or its equivalent)
18			1.) Single author
12			2.) Co-author
			c. Non-peer reviewed Journal (or its equivalent)
5			1.) Single author
3			2.) Co-author
			3. Textbooks/Monographs
25			a. Single author
16			b. Co-author
			4. Book Chapters (may include some reference works)
15			a. Single author
10			b. Co-author
			5. Other written scholarship
10			a. Book review essays
4			b. Book reviews
4			c. Reference works (e.g., encyclopedia entries)
			6. Works in progress
			a. Book contract signed
20			1.) Authored or co-authored book
10			2.) Edited or co-edited book
10			b. Book manuscript (text or research) submitted for publication
5			c. Article submitted to peer-reviewed journal
2			d. Other works in progress
25			7. Award for publications (e.g., outstanding book/paper/other manuscript)
			8. Miscellaneous scholarly publications of use and interest to the Department, College, University, Discipline, and Profession
			TOTAL

Scholarship: Presentations

Value	Quantity	Points	
			1. Invited Non-class Major Public Lecture or Presentation
15			a. Outside University of Delaware
10			b. On UD Campus
			2. Invited Class Public Lecture or Presentation
5			a. Outside University of Delaware
3			b. On UD Campus
			3. Conference Activity
			a. Presentation
8			1.) Paper
4			2.) Roundtable/Discussion Panel (No-paper)
2			b. Panel Chair
3			c. Discussant
			4. Miscellaneous scholarly presentation activities of use and interest to the Department, College, University, Discipline, and Profession
			TOTAL

Scholarship: Grants

Value	Quantity	Points	
			1. Grant received
			a. Major (> \$250,000)
40			1.) Principal Investigator
30			2.) Co-principal Investigator (Lead)
20			3.) Co-principal Investigator
			b. Moderate (\$100,000 - \$249,999)
20			1.) Principal Investigator
15			2.) Co-principal Investigator (Lead)
10			3.) Co-principal Investigator
			c. Small (<\$99,000)
10			1.) Principal Investigator
7			2.) Co-principal Investigator (Lead)
5			3.) Co-principal Investigator
			2. Grant proposed
			a. Major (> \$250,000)
10			1.) Principal Investigator
7			2.) Co-principal Investigator (Lead)
5			3.) Co-principal Investigator
			b. Moderate (\$100,000 - \$249,999)
8			1.) Principal Investigator
6			2.) Co-principal Investigator (Lead)
4			3.) Co-principal Investigator
			c. Small (<\$99,000)
5			1.) Principal Investigator
4			2.) Co-principal Investigator (Lead)
3			3.) Co-principal Investigator

			5. Miscellaneous scholarly grant activities of use and interest to the Department, College, University, Discipline, and Profession
			TOTAL

Rules on Scoring Scholarship:

- Conference papers count once for evaluation even if presented more than once; items submitted for publication count once even if resubmitted more than once
- Scholarly activities that are counted as service:
 - Service on journal editorial board
 - Article or book manuscript or proposal reviewer
 - Office in national or regional professional association
 - Newsletter editor
 - External promotion reviewer
 - Academic program reviewer
- Scholarly activities that count as teaching:
 - Long Paper or dissertation proposal committee chair or member, exam reader
 - Senior thesis director, Summer Scholar director, McNair director
 - PhD or MA thesis committee chair or member
- Grants are any kind of grant except teaching grants (included under teaching)
- Points for miscellaneous scholarship activities shall be allotted in coordination with the department Chair

Service: Department

Value	Quantity	Points	
			1. Administrative Position
			a.) Director
50			1.) Undergraduate/Graduate
30			2.) Internship
			2. Demanding Committee
25			a.) Chair
15			b.) Member
			3. Less Demanding Committee
15			a.) Chair
10			b.) Member
			4. Departmental Representative (non-officer)
10			a.) College/University governance (e.g., faculty senator)
10			b.) Departmental/College/University initiative
4			c.) Department/College/University event
3			5. Advisor to department student group (e.g., honors associations, GGSA)
5			6. Assigned faculty mentor to junior colleague
			7. Miscellaneous service activities of use and interest to the Department
			TOTAL

Service: College/University

Value	Quantity	Points	
			1. Administrative/Officer Position (non-departmental)
60			a.) Program Director (e.g., Area Studies program)
30			b.) College Governance Officer (e.g., College Senate President)
40			c.) University Governance Officer (e.g., University Senate President)
			2. Demanding Committee
30			a.) Chair
20			b.) Member
			3. Less Demanding Committee
15			a.) Chair
10			b.) Member
5			4. Assigned faculty mentor to non-departmental colleague
5			5. Joint faculty member (other department or inter-departmental program)
			6. Student Development
3			a.) Adviser to university student group
2			b.) Participant in new student advisement/orientation or recruitment event
50			7. College/University service award
			8. Miscellaneous service activities of use and interest to the College/University
			TOTAL

Service: Profession/Discipline

Value	Quantity	Points	
			1. Journal Editor or Editorial Board
65			a.) Sole editor
55			b.) Co-editor
45			c.) Guest editor
35			d.) Guest co-editor
20			e.) Member of editorial board
			2. Officer in National Professional Association
45			a.) President
35			b.) Vice President
30			c.) Other officer (including council, board of directors)
			3. Officer in Regional/Statewide Professional Association
35			a.) President
30			b.) Vice President
25			c.) Other officer (including council, board of directors)
			4. Conference Leadership
50			a.) Program chair
30			b.) Section/Division chair
			6. Manuscript/Proposal/Dossier Reviewer (points per review)
15			a.) Book manuscript reviewer for press
10			b.) Article manuscript reviewer for scholarly journal
10			c.) Grant proposal reviewer
15			d.) Promotion and tenure dossier reviewer
15			e.) Academic program reviewer
8			7. Newsletter editor
8			8. Non-research/scholarly public presentation/speech as representative or invited guest for a national/regional/state group
			9. Miscellaneous service activities of use and interest to the Profession/Discipline
			TOTAL

Service: Community

Value	Quantity	Points	
			1. Elected or appointed position on professionally relevant board, committee – substantial importance
45			a.) Leadership (officer)
30			b.) Non-leadership
			2. Elected or appointed position on professionally relevant board, committee – lesser importance
25			a.) Leadership (officer)
15			b.) Non-leadership
			3. Radio and television media – availability for appearances, interviews, public information off campus
30			a.) Major effort (more than five)
25			b.) Minor effort (five or fewer)
			4. Print and electronic media commentary
30			a.) Major effort (more than five)
25			b.) Minor effort (five or fewer)
			5. Miscellaneous professionally relevant service activities of use and interest to the Community
			TOTAL

Scoring Worksheet

Categories	Points
I. Teaching	
Total	
Effort	
Weighted Total	
II. Scholarship	
1. Publications	
2. Presentations	
3. Grants	
Total	
Effort	
Weighted Total	
III. Service	
1. Department	
2. College/University	
3. Profession/Discipline	
4. Community	
Total	
Effort	
Weighted Total	

Weighted Total reflects an effort to standardize scores to reflect effort across faculty. Compute your weighted total as follows: **Step 1:** Calculate total points based on each category (e.g., service = 85). **Step 2:** For each category, enter “effort” as a proportion of time (e.g., 40% of time on service = .40). **Step 3:** Calculate and enter “weighted total” for each category by dividing total points by proportion of effort (e.g., service “weighted total” = $85/.40 = 212.5$).

Metric for Merit Distribution

The following describes the formula for calculating and distributing faculty merit allocations applied annually by the Chair. The formula is applied according to workload agreements between the Chair and individual faculty and is to be applied consistently with the Guidelines for Annual Faculty Appraisals.

1. Merit ratings are calculated according to the attached Guidelines. Numbers drawn from the Scoring Worksheet will form the basis for a merit rating in each category of performance.
2. The merit rating in each category of performance (e.g., 7, 8, or 9) will be multiplied by the percentage of effort devoted to that category to determine the total number of points earned by the faculty member in that category. For example, a faculty member who receives a rating of 5 in teaching, with 50 percent of total effort devoted to that category, will earn a total of 2.5 merit points in that category.
3. The total number of points accumulated for all categories added together will then be calculated for each faculty member (rating times percentage of effort in each category yields sum total of points in all categories collectively). [This calculation is performed by the electronic faculty appraisal form.]
4. The number of points accumulated by all department faculty individually will be added together to yield a sum total of all points accumulated for the year by the entire faculty collectively.
5. The sum total of all points accumulated by the entire faculty for the year will then be divided into the total number of dollars available in that year's merit pool to determine point values for any given year.
6. Merit for the individual faculty member will then be calculated by multiplying the total number of points accumulated by a faculty member times the point value. Thus, if one point equals \$100 for a particular year, and a faculty member has earned a total of 7.5 points as a result of the Chair's appraisal, that faculty member will receive a merit allocation of \$750.
7. Cost of living will not be considered in allocating merit funds.
8. In awarding merit, the department will use an equal dollar system. Each point received in the appraisal will be a merit point, i.e., will be translated into merit dollars.
9. The department Chair shall make available to the faculty the distribution of faculty weighted point totals and the merit rank ranges upon the completion of all merit reviews. Distribution by rank will also be made available to the faculty.