

School of Marine Science and Policy

Policy Statement Sf/3/10

Merit Metric Guidelines

(Supersedes F/1/03)

Background:

The School of Marine Science and Policy (SMSP) is an academic unit of the College of Earth, Ocean, and Environment (CEOE). *The broad mission of the School is to advance knowledge and education relevant to the understanding, stewardship, and conservation of estuarine, coastal, and ocean environments through a program of excellence in research, teaching, and service.* Faculty members interact with students through formal courses and through the conduct of research. The acquisition of extramural support is fundamental to the success of the School, and faculty members in the SMSP are expected to generate external support for their research programs. Because graduate students are essential participants in the accomplishment of School priorities, all faculty members are expected to generate graduate student support.

Protocol:

1. Faculty members in the School of Marine Science and Policy (SMSP) must prepare for the annual performance review by supplying an inventory of professional activities and accomplishments. This inventory should include a brief narrative describing the significance of these accomplishments.
2. The procedure for determining the annual salary adjustment of faculty in the SMSP is specified in the extant Collective Bargaining Agreement between the University of Delaware and the UD Chapter of the AAUP (<http://www.udel.edu/EMPRELATION/CB/cba05/Index.html>). This salary adjustment consists of two parts: (a) a set percentage of the previous year's salary, which is applied equally to all faculty and (b) a merit-based increase, which is awarded to each faculty member based on performance. This policy statement concerns only the merit-based increase.
3. The total value of merit-based funds available to the SMSP faculty is calculated as the product of the average merit percentage increase for UD faculty (as specified in the Agreement) and the total faculty salary-base in the School. Accordingly, there is a cap on the available merit funds within the SMSP.
4. The performance of faculty members in each workload category

(teaching, research, and service) is graded using a standard nine-point scale provided the UD Office of Human Resources. A cumulative score for overall performance is determined by summation of the respective performance scores (weighted for workload distribution) in teaching, research, and service. For example, if the workload distribution of a faculty member were 40% Teaching, 50% Research, and 10% Service—and if performance scores were 8, 9, and 7 in those respective categories—the overall performance index (I) would be calculated as:

$$I = (0.4 \times 8) + (0.5 \times 9) + (0.1 \times 7) = 8.4$$

5. Faculty achieving the median performance score will receive a percentage increase to their base salary equal to the average increase as set forth in the Agreement. Those exceeding the median will receive a merit percentage greater than the average merit percentage set forth in the Collective Bargaining Agreement. Conversely, those falling below the median will receive a lesser merit percentage.
6. The Director of the SMSP will determine the specific distribution of merit funds for those exceeding or falling below the median performance score based on these guidelines.

Criteria for Faculty Performance:

The criteria and evidence used in assigning annual performance scores for SMSP faculty reflect the contribution of the faculty member to the mission of the School and of the University. These criteria are consistent with those listed in the School Promotion and Tenure Policy Statement (Sf/1/09).

Teaching Performance:

- *Student evaluations of each formal course taught during the year under review.* Evaluations must be conducted via the online service provided by the University. Results of these evaluations are archived online and are available to the Director of the SMSP.
- *Number of graduate advisees for whom the faculty member serves as major advisor.* Evidence of quality of advisement including the timeliness of degree completion for these students.
- *Number of graduate advisory committees.* Evidence of significance of contribution to each advisory committee.
- *Number of undergraduate advisees.* This may include service as a

regular advisor of students enrolled in undergraduate degree programs in the SMSP, as well as more extensive service as advisor and primary reader for students conducting research associated with an undergraduate Honors Thesis.

In order to receive a satisfactory score for *Teaching Performance*, a tenure-track faculty member must contribute fully to the academic mission of the School. This workload for tenure-track faculty members includes teaching at least one 3-credit course per year, directly advising a minimum of two graduate students, and serving on graduate student advisory committees. Research faculty members are not required to teach courses or to advise graduate students (see Policy Statement Sf/5/09). However, some research faculty members may participate in these activities with approval of the Director. Performance criteria for those research faculty members who teach courses or advise graduate students will be negotiated with the Director on a case-by-case basis.

Scholarship and Research Performance:

- *Scholarly works reaching publication in the year under review.* These may include books, book chapters, and refereed journal articles.
- *Extramural research grants.* Evidence that these awards are sufficient to sustain a vigorous research program that includes support of graduate students and post doctoral fellows.
- *Papers presented at national and international meetings.*
- *Scholarly lectures/presentations/seminars given at other institutions.*

These criteria apply to members of the tenure-track and research faculty. In order to receive a satisfactory score for *Research and Scholarship*, the faculty member must contribute to the intellectual and creative vitality of the School. All faculty members in the SMSP are expected to maintain ongoing research programs that are funded by extramural grants. The research workload includes generation of externally sponsored research, support of graduate students, and demonstration of scholarship through a publication record consistent with the faculty member's field of expertise.

Service:

- *Evidence that the faculty member has fulfilled a service obligation to the School, profession, and the general public.* Such evidence includes intramural and extramural committee memberships, leadership in professional societies, editorships, peer-review services, panel memberships, outreach activities such as Coast

Day, and lectures to lay audiences.

In order to receive a satisfactory score for *Service*, a faculty member must contribute to the mission of the SMSP in extending research results the general public and contribute to the advancement of the School by performing requested tasks within the School and by offering leadership and peer-review services appropriate to the relevant professional field. It is anticipated that service responsibilities will increase proportionally as the faculty member moves through the faculty ranks. Research faculty members are not required to fulfill intramural service obligations such as membership on School, College, or University committees (see Policy Statement Sf/5/09). However, some research faculty members may participate in these activities with approval of the Director. Performance criteria for those research faculty members who perform intramural service tasks will be negotiated with the Director on a case-by-case basis.

Legislative History

- Drafted by Dean of College of Marine Studies (CMS)—January 2003
- Reviewed and approved by Academic Council of CMS--10 January 2003
- Reviewed and approved by CMS Faculty--05 February 2003
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- Revised by Interim Director of SMSP—1 September 2009
- Reviewed by SMSP Directors Council—15 December 2009
- Reviewed and approved by SMSP Faculty—19 January 2010
- Approved by Dean of CEOE—19 January 2010
- Promulgated by Director of SMSP—20 January 2010