

**UNIVERSITY OF DELAWARE  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
DEPARTMENT OF ANIMAL AND FOOD SCIENCES**

**Policy for Merit Salary Allocation**

**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, 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 allocations in a manner that is consistent with the provisions of this document.
4. The maximum merit pay increase an individual may receive will be determined in accordance with the Collective Bargaining Agreement.
5. Information documenting the correlation between weighted scores and merit pay increases will be made available to individual faculty upon written request to the Department Chairperson.

**Criteria for Evaluation**

1. A nine-point scale will be used to evaluate faculty members in the areas of Teaching (Undergraduate and Graduate Teaching, Advisement, and Extension Teaching), Scholarly Achievement (Research, Extension Scholarly Activities, and Professional Activities and Development), and Service. On the Faculty Appraisal Form a score of 4 or less is considered very poor/unsatisfactory, 5 = satisfactory, 6 = good, 7 = very good, 8 = excellent, and 9 = outstanding.
2. Teaching will be evaluated based on the faculty member's effectiveness in teaching undergraduate students and/or graduate students and in other instructional activities; e.g. independent study, Science & Engineering Scholars, Degree with Distinction/Honor's students; non-credit teaching, instructional development, and student advisement. The criteria to be used in evaluating teaching will include courses taught on campus and abroad, course revisions and student and peer evaluations. Appropriate weight will be given to faculty who use new technology or innovative approaches to enhance their teaching effectiveness. Participation in developing teaching methods and in obtaining grants to enhance, improve, or revise teaching will also be considered. Advising includes the ability and willingness of the faculty member to interact with students and their availability to students for guiding research activities. Extension Teaching activities include but are not limited to conducting educational programs for clientele and staff, writing newsletters, news articles and columns; mass media educational efforts; facilitating educational client interactions; supervising intern/extern and field experiences for students; training volunteers; and writing program handouts. The obtaining of extramural funds to support outreach educational efforts will also be included in evaluations of Extension teaching effectiveness.
3. Scholarly Activity will be evaluated on the basis of its quality and impact. Faculty in the Department participate in a very wide range of scholarly activities. It is the goal of the Department to reward the quality and relevancy of this scholarly activity rather than to merely measure its quantity. Appropriate activities may include the publication of peer-reviewed papers, writing and publishing scholarly books/monographs, acceptance of papers in refereed conference proceedings, and presentations of plenary lectures at conferences. Success in obtaining external funding for research projects is considered important and such success will be included in a faculty member's Scholarly Activity evaluation. Typical activities related to Extension Scholarly Activity include but are not limited to the development or adoption of educational materials; publication of articles in refereed and non-refereed professional publication; presentations at professional meetings and industry and business conferences; and the completion of applied, demonstration, methodological and evaluation research. Again, success in obtaining external funding will be considered in evaluating scholarly activity. Membership, offices held and participation in the activities of professional organizations;

participation on editorial boards; participation in grant review activities; and participation at state, regional, national and international professional meetings will all be considered evidence of scholarly activity.

4. Service will be evaluated on membership and effective participation in Departmental, College, Cooperative Extension and University committees; and membership and effectiveness in community, user group or commodity organizations or governmental agencies. Also important is evidence of effective outreach directed at solving problems for and educating our constituents including individuals, public sector groups and industry. Efforts directed at the recruitment of undergraduate and graduate students are considered essential to the department's academic success and accordingly are considered a significant service contribution.

#### **Provisions Related to Distribution of Merit Pay**

1. The merit salary pool for the Department shall be awarded on the basis of each faculty member's three 9-point scale appraisal ratings as assigned by the Department Chairperson on a percentage basis as per the following formula.
2. An individual's rating in each of the three evaluation criteria of Teaching, Scholarly Achievement and Service shall be weighted by workload percentage. These three values will be summed to determine a weighted score. For example, a faculty member with a 40 percent teaching/60 percent scholarly achievement workload allocation who obtains a rating of 6.5 in teaching and 7 in research will receive a weighted score of 6.8 ( $0.40 \times 6.5 + 0.60 \times 7 = 6.8$ )
3. A total rating for all Department faculty will be determined by summing all of their final weighted scores. Each individual's proportional weighted score will be determined as a percentage of the total. For example, if the total department weighted score is 170, this individual's proportional weighted score would be:  $6.8 \text{ (individual weighted score)} / 170 \text{ (total department weighted score)} = .04$
4. Each faculty member's proportional weighted score will be multiplied by the total merit percent of the department to determine each individual's percent merit increase. For example if the contracted merit increase maximum is 1.5% and there are 25 faculty, the total merit percent of the department would be 1.5% times the number of faculty (25). ( $1.5 \times 25 = 37.5\%$ )
5. In the example used above four percent of the department's total merit percent (37.5%) would correspond to a 1.5% merit increase.