

Merit Raise Policy

It is recognized and agreed that tenure-track faculty in the Department of Chemistry and Biochemistry should strive to achieve excellence in the three core areas of: research/scholarly activity, teaching and service. Faculty have an obligation to perform scholarly activity, to actively pursue appropriate external funding for their research efforts, to teach in classroom and non-classroom settings, to advise undergraduate majors, and to serve on departmental committees, as these activities aid in the function of the department as a whole. Performance of these duties has a bearing on the merit of the faculty member's overall performance and should be rewarded through inclusion in the merit calculation. Non-tenure track faculty have a primary responsibility to teach and perform service related to the instructional mission of the Department, and merit will be determined by the quality of the teaching and service contributions based on the criteria in these areas established in this policy.

Teaching

Performance in teaching is measured by documented instructional innovation and course development, student outcomes (scores on standardized questions, performance in scientific activities related to the course material, etc.), student evaluations, the number of advisees and the quality of advising, recognition for teaching excellence by awards, and participation in additional instructional efforts (such as, but not limited to, instruction of research personnel in research techniques, attendance at teaching workshops, or other activities aimed at improving teaching skills and support for instruction by seeking and securing grants).

Research/Scholarly Activities

Performance in research/scholarly activities is measured by: the number and the quality of scholarly published works, including but not limited to, research articles, reviews, textbooks, monographs and other published material that is subject to external critical review by referees; the dissemination of results through presentations of scholarly research results at conferences and at invited seminars; support of research efforts by external grants of a size appropriate to the research effort and needs; and special recognition for research accomplishments such as awards or media coverage (Chemical and Engineering News, Science News, etc.). In situations where external support has not been secured, serious attempts to obtain such support may be considered as a basis to award merit.

Service

Performance in service is measured by the amount and nature of service to the department (on ad hoc or standing departmental committees, as a designated departmental representative to university events or as a departmental officer), to the university at all levels, to external professional societies, governmental agencies and professional and commercial journals as a referee, editor or in some other capacity, and to

private organizations (e.g. consulting). Merit is awarded for service beyond the norm expected from faculty as a member of the department.

Weighting of Effort

Each of the three above categories will be scored with 9 points maximum. The scoring will be done against the criteria spelled out above. The total merit score shall then be calculated for each faculty member by weighting the raw scores in each category by the percent effort as determined by the Chair in consultation with the faculty member, consistent with the Department Workload Policy and in accord with the Faculty Handbook.

Conversion of Merit to a Salary Increase

The total merit scores will be ranked and an average merit score calculated. Faculty will receive raises reflecting their relative merit score. Faculty scoring above the average will receive an above-average merit raise; those scoring below the average will receive a below-average merit raise. The raise shall be calculated by a dollar-based method, with the dollar amounts being determined by the total merit pool (in dollars) available for the faculty and by the merit score earned by each faculty member.

Ratified by Faculty vote, December 23, 2002