

Department of Food and Resource Economics
Current Merit Metric
Reviewed and Approved 12/06/02

Basic Framework for Workload and Evaluation

- In accordance with the current union contract the department chairperson, in consultation with each faculty member, will develop in writing, a workload plan (Faculty Workload Planning Worksheet) for the coming year. This task will be completed by November 30 prior to the evaluation year it takes effect. (Evaluation year is from February 1 to January 31.)
- A nine-point-scale will be used to evaluate faculty members in the areas of Teaching (Undergraduate and Graduate Teaching and Advisement and Extension Teaching), Scholarly Achievement (Research, Extension Scholarly Activities, and Professional Activities and Development), and Service. On the Faculty Appraisal Form a relevant number will be circled if the faculty member is below criteria (1-3), for a faculty member at criteria (4-6), and for a faculty member above criteria (7-9).
- A faculty member's overall evaluation rating will be determined giving appropriate weight to the percentage of time allocated to Teaching (Undergraduate and Graduate Teaching and Advisement and Extension Teaching), Scholarly Achievement (Research, Extension Scholarly Activities, and Professional Activities and Development), and Service. Neither Teaching nor Scholarly Achievement time allocation shall exceed 90 percent.
- The department chair will consult with the Director of Cooperative Extension in the evaluation of Cooperative Extension activities. In addition, if any faculty member has assigned activities in other units or departments, the chair will obtain appropriate evaluation materials and give them proper weight in accordance with time allocations specified in the workload plan.

Annual Evaluation

- By the end of January, faculty shall submit to the chair a Faculty Evaluation Worksheet which summarizes their activities/output during the past 12 months. Categories include: Teaching, Scholarly Achievement and Service.
- A Faculty Appraisal Form will be completed by the chair and discussed with each faculty member, concentrating on areas of strengths/weaknesses and modes of improvement and/or readjustments of the workload distribution.
- Each member of the faculty will be evaluated on the nine-point-scale with the average grading for other faculty members indicated on the form, before the chair and faculty member sign the form. It is suggested that disagreements concerning the evaluation be resolved between the chair and the faculty member. A copy of the form will be given to each faculty member immediately following the evaluation.

Criteria for Evaluation

Specific criteria for evaluation can be found in the Food and Resource Economics Faculty Evaluation and Workload Document reviewed and adopted on December 6, 2002. The areas covered under this document include the following.

A. Teaching

1. Undergraduate and Graduate Teaching and Advisement
2. Extension Teaching

B. Scholarly Achievement

1. Research
2. Extension Scholarly Activity
3. Professional Activities and Development

C. Service

Merit Pay Increase

- The merit pay increase for each individual will be determined by weighing the rating received in each category Teaching, Scholarly Achievement and Service with the percentage of time allocated to each category.
- For example, a faculty member with a 40 percent teaching / 60 percent scholarly achievement time allocation and gets a rating of 7 in teaching and 6 in research will receive a weighted score of 6.4 ($.40*7 + .60*6 = 6.4$).
- The merit portion of faculty salary increases will be distributed on a dollar basis. The faculty member with the highest weighted score will receive the highest dollar increase followed by the faculty member with the next highest weighted score and so on. The faculty member with the lowest weighted score will receive the lowest dollar raise. The dollar increases used for merit will be those allocated to the department from the Collective Bargaining Agreement. Information documenting this correlation between weighted scores and dollar raises will be made available to faculty upon request.