

## **Department of English and Comparative Literature**

### **Guidelines for Awarding of Merit Pay for 2011-12 (Year Two of the Contract)**

**Prepared by Russel Durst and the Steering Committee**

**Approved by the Faculty on November 23, 2010**

**Eligibility:** Any faculty member who is part of the AAUP bargaining unit, including tenured, tenure-track, and field service faculty.

**Procedure:** The Department Head will review all faculty Annual Performance Reviews (which should be turned in around the beginning of Winter Quarter, 2011) and place each faculty member into one of three categories: Superior Merit, Excellent Merit, All Other. These category names come from the Council of Deans and Faculty Senate Panel statement of October 24, 2010.

The elected members of the Steering Committee will review the list and advise the Department Head on potential revisions. These Steering Committee members will have access to Annual Performance Reviews of all faculty members. Based on advice from Steering, the Head may revise the rankings.

The faculty will elect a three person Appeals Committee, independent of the Head and elected members of the Steering Committee, to serve as arbiter for those faculty who appeal a merit decision. Faculty who appeal must present to this Committee a rationale for reconsideration, a current CV, and the 2010 Annual Performance Review. The Committee will examine appeals, render a decision, and inform the appellant, the Dean, and the Provost of its decisions.

**Criteria:** To be eligible for merit, a faculty member must have engaged in outstanding teaching, research/creative/professional achievements, or contributions to the service mission of the department, college, or university as defined by the department's reappointment, promotion, and tenure criteria. The period covered for this year's awards is from January 1, 2010 to December 31, 2010. To be eligible for merit at either level, a faculty member must document in the annual review accomplishment in all three areas: research/creative activity, teaching, and service. The exception would be for faculty on professional leave during the award period.

The category of Superior Merit is reserved for any faculty members of the bargaining unit with exceptional achievement in one or more of the above categories, according to the terms set out in the applicable RPT guidelines. Such achievement far exceeds the baseline expectations laid out in the Department's workload document.

The category of Excellent Merit is for any faculty members of the bargaining unit who have had notable achievement in research/creative/professional activity, teaching, and/or service, according to the terms set out in the applicable RPT guidelines. Such

achievement exceeds the baseline expectations laid out in the official workload policy of the Department of English.

**Research/creative/professional achievements:** To adapt the Department's RPT criteria as a basis for making merit allocations in the area of research and creative activity for tenured and tenure-track faculty, publications are the single most important activity—preferably books of high quality, but also perhaps a significant number of shorter publications (again, with quality being especially important). In other words, to have a strong case for Excellent Merit in the area of research and creative activity, a tenured or tenure-track faculty member will need significant publications during the period involved. It will be helpful to have other activity, such as conference papers and/or readings, but it doesn't seem likely that those activities would be sufficient to overcome a lack of publications, which the Department refers to as “primary evidence” of professional achievement. Outside awards and fellowships may also qualify faculty for Excellent Merit. Published books with well-respected academic or commercial presses and/or a substantial body of scholarship (or creative work) in nationally recognized, refereed journals, as well as major national prizes or fellowships, would be appropriate to support an award of Superior Merit.

For field service faculty, according to the Department's RPT criteria, professional activity consists of “substantial contribution to the conversation of the discipline in which the faculty member teaches OR demonstration that the faculty member actively practices the skills he or she teaches.” Evidence of participation in conversations within the discipline that qualify a faculty member for Excellent Merit may include presentations at local, regional, or national conferences, participation in assessment or other disciplinary activities at the regional or national levels, or publishing essays in professional journals. Evidence that the faculty member actively practices the skills he or she teaches generally consists of published writing in the field in which one teaches. Because teaching and service comprise the major part of field service faculty duties, achievements in those areas will weigh heavily in merit judgments (though not to the exclusion of professional activity). Significant publication would be appropriate to support an award of Superior Merit.

**Teaching:** Excellence in teaching is expected at all ranks. Evidence of accomplishments that exceed expectations and may qualify faculty for Excellent Merit includes outstanding student and peer evaluations, significant course or program enhancement, including creation of course materials and resources, notable course development, serving as a resource or mentor to other faculty, substantial student advising or service on graduate committees, or winning of the Boyce Award or other teaching prizes. Superior merit could come from achievements such as a national teaching award or developing a highly recognized curriculum at UC or more broadly, in conjunction with extremely positive teaching evaluations.

**Service:** Service is expected as part of a faculty member's contribution to the department, college, university, and profession. Service exceeding expectations, and therefore qualifying for Excellent Merit, has to do not just with the amount of activity,

but also with the impact of the outcomes. Such service may include active contribution to committee accomplishments in the department, college, or university, contributing professional expertise to community organizations, or serving in office in one's professional organization. Other service activities include coordinating of special events, departmental administrative duties, promotion of university study abroad programs, and other efforts to help students or give the department greater visibility within the region, nation, and international community. Superior merit could be based on awards and other recognition related to service, or other evidence of major leadership in an important area of service.