

## **Merit Pay Document**

### Department of German Studies and Asian Studies Program

Merit in the Department of German Studies and the Asian Studies Program recognizes ongoing excellence in research, teaching, and service. Merit is decided by the department head based on the head's annual reviews and in accordance with the department's workload document and RPT criteria, which spell out differential assignments for tenure-track faculty and non-tenure-track faculty. Each faculty member will be evaluated in line with his or her rank and assignments.

Eligible faculty members must submit the necessary documentation, consisting of the last annual review and a current curriculum vitae, to the department head by January 15 of each year. Faculty members who fail to submit these documents will not receive merit pay, regardless of their performance. The head will notify faculty members by February 15 of each year.

The department's appeals committee consists of three faculty members, representing tenure-track and non-tenure faculty.

#### Band descriptors:

- 2 Performance in the review period far exceeds the expectations for a faculty member with his/her rank and assignments and deserves the highest level of recognition
- 1 Performance in the review period exceeds the expectations for a faculty member with his/her rank and assignments
- 0 No evidence was presented by the faculty member; or, the performance did not meet established expectations in line with his/her rank and assignments

Revised and resubmitted 11/29/2010