

POLICY ON MERIT AWARDS FOR FACULTY
IN THE
DEPARTMENT OF PHILOSOPHY
MCMICKEN COLLEGE OF ARTS AND SCIENCES

(Adopted: 5 November 2010)

- I. **Purpose:** The purpose of merit pay is to reward faculty members' ongoing excellence in research, teaching, and service to the university and to the community. The present document sets out the procedures for recommending merit awards to faculty in the Department of Philosophy. Awards will be added to a faculty member's base salary. (All faculty members are encouraged to read sections 10.3 to 10.4.7 of the AAUP Bargaining Agreement about merit awards. This document reflects the Bargaining Agreement and in particular draws from sections 10.4.1-10.4.7.)
- II. **Criteria for Merit:** Merit criteria are rooted in the department's RPT documents and ensure recognition of research, teaching, and service. These criteria will be used to evaluate performance of assigned duties (across research, teaching, and service).

There are three merit award bands and labeled as 0x, 1x, and 2x, where x is the award amount. The department distinguishes between these bands as follows:

0x: no evidence that performance of assigned duties exceeds expectations

1x: evidence that performance of assigned duties exceeds expectations

2x: evidence that performance of assigned duties far exceeds expectations

- III. **Merit Application:** Faculty members must apply for merit. An application consists of a brief rationale (one page or less) for the application, the annual performance review for the period under consideration, and an up to date CV. All applications must be completed no later than the end of the first week of the winter quarter of 2011 (for year 2) and 2011 (for year 3). (Applications were due on 15 November 2010 for year 1.)
- IV. **Review System:** A committee of faculty members of the department will review merit applications and assign individual faculty members to merit pay bands. The Department Head will service as arbiter in appeals of the band assignments.

The Merit Committee will consist of three (3) faculty assigned at a faculty meeting by lot from the pool of tenured faculty not on leave, not assigned only to research, and who have not in the previous year served on the Merit Committee. The committee will be reconstituted each year according to this procedure. The committee shall elect a chair who will be responsible for all organizational and reporting duties for the committee.

The Merit Committee will meet to engage in a full and frank discussion of merit applications according to the criteria for merit set out above. The Committee will vote openly on a band

assignment for each faculty member; the vote must be unanimous. For any split vote, the committee may continue discussion and vote again. If unanimity cannot be reached on a band assignment, then the faculty member will be assigned to the next lower band. Any Committee member with a conflict of interest must recuse himself or herself from the relevant discussion and vote.

Faculty members wishing to appeal band assignments made by the Merit Committee must provide the Department Head with (1) a rationale as to why the band assignment does not reflect a fair application of the department's merit criteria, (2) a current CV, and (3), annual performance review for the period under consideration. The Department Head will examine all appeals and inform the appellant, Dean, and Provost.

Constitution of the committee, committee meetings and decisions, and appeals and their decisions must be made in advance of the contractual deadlines set out in the AAUP Bargaining Agreement.

- V. **Contractual Deadlines Specific to Department:** According to section 10.4.6.9, the Department Head must notify faculty members, the Dean, and Provost of tentative band assignments by 15 February 2011 (for year 2) and 15 February 2012 (for year 3). (Year 1 awards are made by the Dean.) Appeals to tentative band assignments are due to the Department Head by 1 March 2011 (for year 2) and 1 March 2012 (for year 3). Notification of decisions on appeals must be made by 15 March 2011 (for year 2) and 15 March 2012 (for year 3).