

Dept. of Romance Languages and Literatures

Merit Raise Criteria

Approved by the Department on November 18, 2010

The Department has voted to adopt system 2 to determine Merit Raises. The Department Head will assign faculty to one of the three Performance Bands. A Committee of three faculty (one tenure-track, one field service, and one at large) will be elected by the Department will hear appeals if necessary. Three more alternate members will be elected to substitute one of the elected members in case one of the members of the committee wants to appeal his or her case.

Superior Performance: Band X 2. Defined as “Performance of assigned duties that far exceeds expectations and deserve the highest level of recognition.” These are the colleague who during the past year did far more that was expected of them. (i.e. the publication of a major book, winning a particular important prize, started a new course that grew into a multisection course, performed distinguished service to the Department and University.) Faculty placed in this Band must demonstrate performance that “far exceeds” the following Assigned duties stated in the Department’s RPT and Workload documents.

According to our PRP document Tenure-Track faculty are expected to teach 40% (2 courses per quarter), to conduct research 40% of the time and publish at least one full-length, peer-reviewed article per year; and service (20%) to the Department and the University. According to our RPT document Field Service faculty are expected to teach 80% (3 to 4 courses per quarter, depending on the number of credits), and conduct service (20%) to the Department and the University. (See Policies and Curriculum Document. Section VI. Workload, and Section VIII. Reappointment, Promotion and Tenure.)

Excellent Performance: Band X 1. Define as “Performance of assigned duties that exceeds typical expectations.” Based on the RPT document of the Department and the Workload description, the Head will select, if appropriate, the colleagues whose performance in the last year exceeded typical expectations but do not “far exceed typical expectations.” These colleagues will receive a modest merit raise.

Normal Performance Band X 0. These colleagues will receive no merit raise, they are simply complying with their duties.