

## Department of Chemistry

### Proposed Merit Pay Distribution document

To evaluate the performance of the faculty, the Head will review each Faculty Member's most recent CV, annual performance review, and workload report (if applicable). The Head will apply the approved evaluation criteria only in relation to the duties actually assigned to that faculty member, and will assign each faculty member to one of three merit pay bands.

In accordance with the RPT document for the department, the work of each faculty member can be divided into research, teaching and service. The RPT document also establishes the criteria for excellence in each area. For research, the areas of emphasis are number and quality of publications, level external funding, national and international visibility, and research group mentoring. For teaching, measures include student evaluations, peer assessment when available and other documents that might be provided to the Head. For service, measures include quantity of service activities and the level of leadership in these activities (e.g. committee chair positions). To reflect that the RPT document weighs research as most important component, teaching and service are combined into a single category for the purposes of merit evaluation.

In the judgment of the Head, faculty who have performed as expected in both categories (research, and teaching/service) but without demonstrating excellence will be assigned to the 0% band. Faculty members who have performed their duties as expected in one category and have shown excellence in the other will be assigned to the 1x% band. Faculty members, who have demonstrated excellence in both categories, will be assigned to the 2x% band. Assessment of each faculty member for merit will be confined to the year covered by the most recent annual performance review. Faculty members who have not received an annual performance review within the most recent year will not be eligible to receive a merit award.

When a disagreement rises between a faculty member and the Head on merit band assignment, an ad hoc committee will be formed. This committee will be composed of three departmental faculty members democratically elected by the faculty. A faculty member who wishes to appeal his/her band assignment must submit to the faculty committee the following materials: a rationale as to why the assignment does not reflect a fair application of the unit merit criteria, a current CV, and his/her annual performance review for the period under consideration. The faculty committee must examine all appeals, render a decision on each and inform the faculty member, the Dean, and the Provost of its decisions.