

**Department of Geology**  
**Criteria and Procedures for Merit Salary Increases**  
**(Approved by the Geology Faculty: October 29, 2010)**

Meritorious achievements for faculty are defined as those activities performed above the “expected” level. In general, expected levels of performance conform to those noted in the department document on Reappointment, Promotion, and Tenure (RPT). Thus, merit salary increases are awarded for achievements beyond the level necessary for promotion. Further, persons receiving a promotion in a particular merit review period are eligible for merit salary increases. Merit salary increases for the Department Head will be determined by the Dean of the College of Arts and Sciences.

In determining merit increases for a review period, the Department Head shall apportion these increases within the three major performance areas of RESEARCH, TEACHING, and SERVICE at a balance of 6:3:1 as outlined in our RPT document. **Excellent Performance** is defined as performance of assigned duties that exceeds typical expectations. **Superior Performance** is defined as performance of assigned duties that far exceeds expectations and deserve the highest level of recognition. Typical/expected expectations are listed below. The level of expectation will also reflect the relative expectations consummate with being an Assistant Professor, Associate Professor or Professor. The Department Head will determine whether faculty members who exceed expectations fall in the Excellent or the Superior Performance category.

At the beginning of each academic year the Department Head will inform faculty of the relative importance and priorities of each area highlighted below in the research, teaching, and service categories. This will help guide faculty of how their performance fits into the priorities of the Department and College.

**CRITERIA FOR MERIT INCREASE**

**Research**

As a guideline for determining meritorious achievement in the area of research, several performance categories are delineated below. For each category, expected levels of performance conform to the departmental document for Reappointment, Promotion, and Tenure.

	Expected Level
-Books Published	-
-First authored paper published in an international peer-journal	1
-Co-authored authored paper published in an international peer-journal	1
-Submitted external peer-reviewed proposals or funded external grant	1

-Other publications (maps, open file reports, etc.)	-
-Completion of degrees by major graduate advisees	-
-National awards, election to national society office	-
-Papers presented at meetings by <i>faculty member</i> , with abstracts	1
-Additional published abstracts, without talk by faculty member	1
-Colloquia presented in other departments and at other Universities.	-
-Proposals funded, internal	-
-Proposals submitted, internal	-
-Advising graduate students	1

### **Teaching**

To be eligible for a merit salary increase for teaching, a faculty member must be teaching a sufficient number of courses (usually a minimum of 4 per year) as determined annually by individual agreement between the faculty member and Head of Department. Each eligible faculty member will then be ranked based on quality of teaching effort as determined through student evaluation of teaching performance (excluding summer). The instruments used for student evaluation of teaching are to be developed and approved by majority vote of the faculty, and can be changed by majority vote of the faculty.

In addition, faculty may offer supplementary evidence of outstanding performance in teaching, including: development of new, innovative curricula; teaching awards; peer-reviewed grants for teaching; special recognition for teaching accomplishments, etc.

Any faculty member who elects not to have his/her courses evaluated by students will not be eligible for a merit points in the teaching category. Further, in the case of a sabbatical or other approved academic leave, any faculty member who teaches in only one quarter (excluding summer) in a one-year review period will not be eligible for a merit salary increase in the teaching category, but this will not negate them being considered for merit on the basis of research and service.

### **Service**

The following categories will comprise the primary criteria for determination of merit salary increases in service:

	Expected level
-Service to professional society (organizing symposium, serving as editor of journal, etc)	1
-Recruitment Activities	1
-Member of departmental committee	1
-Service to University/College	
-Service to community	1
-External reviews of papers and proposals	1

In addition, the Department Head will award four points to a faculty member who is a Director of Undergraduate or Graduate studies, or a Degree Program Director.

### **PROCEDURES**

The Annual Activities document that each faculty member produces for their Annual Evaluation will be used to assess his/her activities as well as results of teaching evaluations procured using approved departmental procedures. The Head of Department will review the data, and will then make merit determinations and transmit them to the Dean of the College of Arts and Sciences. A committee of three elected faculty members will hear appeals.