This document describes the merit policy of the department. In order to comply with the merit policy approved by Faculty Senate, the department’s policy has the following characteristics:

- the performance indicators in each area are as specified in the document entitled “Departmental Policies for Annual Review, Merit, Contract Renewal, Promotion, and Tenure of Tenured and Probationary Faculty”
- merit for any year is determined using a three-year rolling average
- all faculty receive an annual evaluation letter each year
- minimum criteria must be met to be eligible for merit in a given year

The Personnel Committee reviews the information submitted by the faculty regarding their performance in the previous calendar year. Based on this evaluation, a score of 0 to 9 (9 high) will be assigned to faculty in each of the areas of teaching, research/scholarship, and service. Call these scores $S_t$, $S_r$, and $S_s$. The allocation of effort percentages for this faculty member in the three areas are $P_t$, $P_r$, and $P_s$. The evaluation criteria in each area are described in the document on evaluation of faculty which has been approved by the department and has the concurrence of the Dean, and the Provost. In order to be merit-eligible for a given year, the teaching score for that year must be at least 3 and either the research or service score must be at least 3.

In this document, the term “merit percentage” refers to the percentage of the total salaries above the across-the-board increment which are distributed by the department to recognize performance that exceeds minimal expectations. In calculating the merit increment, three separate merit pools are formed.

- One merit pool is calculated by multiplying the total salaries of continuing instructors and lecturers by the merit percentage.
- One merit pool is calculated by multiplying the total salaries of continuing probationary and tenured faculty (minus the chair) by the merit percentage.
- One merit pool is calculated by multiplying the total salaries of continuing administrative staff by the merit percentage. Administrative staff merit increases are assigned by the chair as part of the administrative staff evaluation process.

Salaries of those who are not merit-eligible are excluded from this computation. The procedure described below is done separately for each of the faculty merit pools.
Base Merit

A comprehensive score between 0 and 9 (9 high) is computed for each merit-eligible faculty member using the following formula:

\[ \text{Base} = P_t \times \text{Min}(S_t, 4) + P_r \times \text{Min}(S_r, 4) + P_s \times \text{Min}(S_s, 4) \]

This portion of the merit formula reflects conformance of the faculty member’s performance to the expectations based on percentages in the three evaluation areas.

Excellence Merit

An excellence score between 0 and 15 is computed for each merit-eligible faculty member using the following formula:

\[ \text{Excellence} = \text{Max}(S_t, 4) + \text{Max}(S_r, 4) + \text{Max}(S_s, 4) - 12 \]

This portion of the merit formula recognizes accomplishment beyond expectations.

Overall Merit

The overall merit score for year \( N \) is computed by combining the two merit scores as follows:

\[ M_N = 3 \times \text{Base} + \text{Excellence} \]

The score received by the \( i \)th faculty member for the current year \( (M_n) \) is added to the scores for that faculty member in the two previous years \( (M_{n-1} \text{ and } M_{n-2}) \) yielding a total merit score in the range 0 to 42 \( (T_i) \). The current year’s score is substituted for any year in which the faculty member was not in the department. Let \( F_i \) be the FTE percentage for the \( i \)th faculty member (full-time is 100%, half-time is 50%, etc.) during the evaluation year. The percentage of the merit pool assigned to the \( i \)th faculty member is determined by the following formula:

\[ \frac{F_i \times T_i + B}{\sum (F_j \times T_j + B)} \]

Initially, a value of zero is used for \( B \). Under some conditions, such as an unusually high merit percentage, this results in exaggerated differences in the final merit amounts assigned to faculty. \( B \), then, is a smoothing constant assigned by the Personnel Committee which may range between 0 and 42. The same value for \( B \) must be used for each faculty member included in that merit pool.