

Merit Policy

Part II: Academic Unit Criteria, Standards, and Processes

Academic Unit: Department of Accounting and Management Information Systems

A. Merit Criteria, Performance Indicators and Expectations

The following rubrics indicate the Department of Accounting and Management Information System's approved performance indicators used to evaluate faculty performance expectations in the areas of teaching, scholarship, and service. Merit committee members will individually review the faculty member's merit dossier and provide a score in each of the areas of teaching, scholarship, and service.

INSTRUCTIONAL EFFECTIVENESS AND STUDENT SUPPORT ACTIVITIES

Evaluation Rating Category	Expected levels of accomplishment on instructional effectiveness and student support activities performance indicators (or their equivalent)	Possible Merit Score for Teaching
	<p>The initial basis for evaluation will be a weighted average of student evaluation scores. A 3.75 weighted average on a 5 point scale will be associated with 6.0 merit score. Adjustments to that score will be made based on other accomplishments such as innovative teaching practices, engagement in professional activities related to teaching effectiveness, the publication of case studies or book chapters, number of course preparations per semester or course preparations per year, teaching senior and graduate level courses, or other factors or activities relating to teaching the faculty member deems worth additional consideration. The merit committee member may also adjust the merit score for their interpretation of the student evaluation score for issues that they feel may have inflated the score.</p>	
Exceeds expectations for merit	<p>A faculty member who receives a weighted average student evaluation that exceeds 3.75 on a 5 point scale and has experienced some or all of the factors listed above.</p> <p>A faculty member who receives a weighted average student evaluation of 3.5 to 3.75 on a 5 point scale but has experienced sufficient other factors listed above to exceed expectations for merit.</p>	6.1 – 10.0

Meets expectations for merit	A faculty member who receives a weighted average student evaluation 3.5 to 3.75 on a 5 point scale and has insufficient other factors listed above to be evaluated as exceeds expectation for merit.	2.1 - 6.0
Fails to meet expectations for merit	A faculty member who receives a weighted average student evaluation that is of 3.0 to 3.5 on a five point scale.	0.1-2.0
Unacceptable performance	Receives a weighted average student evaluation that is below 3.0 on a 5 point scale or a three year average of peer evaluations of less than 3.5.	

Merit Score for teaching (to be completed by merit committee member): _____

SCHOLARLY ACTIVITIES

Evaluation Rating Category	Expected levels of accomplishment for scholarly activities performance indicators (or their equivalent)	Possible Merit Score for Scholarship
	The basis for evaluation is the current year AACSB standard for academic or professional qualification. Meeting one of the four requirements will provide a minimum score of 6.0	
Exceeds expectations for merit	Meets the standard of Scholarly Academic as defined by the AACSB and has activity in this area that exceeds the requirements. Additional certifications, publications in A journals, additional professional activities, publications in excess than those required, serving on editorial boards, or other activities the faculty member deems additional consideration.	6.1 – 10.0
Meets expectations for merit	Meets the standard of Scholarly Academic as defined by the AACSB.	6.0
Fails to meet expectations for merit	Does not meet the standard of Scholarly Academic as defined by the AACSB and has demonstrated scholarly activity this period.	0.1-5.9
Unacceptable Performance	Does not meet the standard of Scholarly Academic as defined by the AACSB.	

Merit Score for Scholarship (to be completed by merit committee member): _____

GOVERNANCE AND SERVICE

Evaluation Rating Category	Expected levels of accomplishment for governance and service performance indicators (or their equivalent)	Possible Merit Score for Service
	A faculty member who serves on committees, regularly attends faculty meetings in the department and the college, and actively participates in some University, college, department, and professional activities will receive a minimum merit score of 6.0. Chairing a committee that meets at least six times annually will be considered as serving on two committees.	
Exceeds expectations for merit	A faculty member who exceeds the above criteria will exceed the expectations for merit.	6.1 – 10.0
Meets expectations for merit	A faculty member who meets the above criteria will meet expectations for merit.	6.0
Fails to meet expectations for merit	A faculty member who regularly attends department faculty meetings and actively participates in college and department activities.	0.1-5.9
Unacceptable performance	A faculty member who does not regularly attend faculty meetings or does not actively participate in college and department activities.	

Merit Score for Service (to be completed by merit committee member): _____

SUMMARY FORM

(to be completed with agreement reached by all members of the merit committee):

Faculty Member	Merit Score for Teaching	Merit Score for Scholarship	Merit Score for Service
Consensus Score			

B. Definitions of “Unacceptable Performance” and “Acceptable Performance.”

Unacceptable performance shall be defined as follows:

Tenure Track Faculty

- Obtaining an unacceptable performance rating in instructional effectiveness and student support activities, scholarly activities, or governance and service.

Non Tenure Track Faculty

- Obtaining an unacceptable performance rating in instructional effectiveness and student support activities or governance and service.

C. Merit Committee Composition and the Election//Appointment Process

The Department merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. The committee will consist of three elected full time bargaining unit faculty members elected by the full time faculty each serving a three year term. The terms shall be staggered so that only one member will be replaced each year. The member with the greatest current tenure on the committee shall serve as chair of the committee. If a member of the committee cannot serve in his/her capacity, a replacement member shall be elected to complete the term. Faculty cannot serve two consecutive terms.

D. Elements of the Merit Dossier

The submitted merit dossier must include the Accounting and Management Information System’s Faculty Service report and a current Vitae.

E. Calculation of Overall Merit Score

Any faculty member who is unacceptable will not be eligible for merit.

The individual component merit scores for teaching effectiveness, scholarship, and service are combined to arrive at an overall merit score. The allocation of effort determined by the chair and the individual at the beginning of the year is taken into account when determining overall merit score.

Once the merit committee has reached consensus on component merit scores on each performance areas (Teaching, Scholarship, and Service), the overall merit score is computed using a simple calculation taking into account the weighted allocation of effort for each performance area:

Overall Merit Score = [Teaching Merit Score * Teaching Allocation of Effort] + [Scholarship Merit Score * Scholarship Allocation of Effort] + [Service Merit Score * Service Allocation of Effort]

The department's recommendation to the dean for each faculty member's merit increase will then be calculated based on the following calculation:

Department additional merit = \sum Full time faculty members salaries * The additional merit percentage per the collective bargaining agreement + \sum Full time faculty members salaries not meeting merit standards * the merit percentage per the collective bargaining agreement.

Individual merit factor = Overall merit score * Full time faculty member's salary.

Department merit factor = \sum Individual merit factor of each full time faculty member

Each individual full time faculty member's recommended additional merit = that faculty members individual merit factor / Department merit factor * Department additional merit.

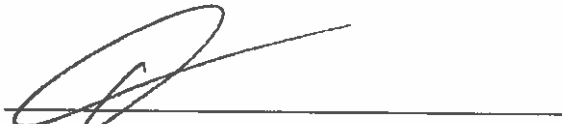
Approved by the Department of Accounting and Management Information Systems



Date AUG 31, 2017

Earl McKinney, Chair

Approved:



Date September 5, 2017

Raymond Braun, Dean of the College of Business

Approved:



Date April 30, 2019

John Fischer, Provost/ Senior VP

Originally submitted without dept/college signatures and signed by Interim Provost Fisher on 2/18/18. Resigned today with all signatures included.

Revised August 24, 2017

R:AMIS/Department/Documents/Merit Policy Part 2.

