Merit Document

Department of Collections & Technical Services (CATS), University Libraries

Preamble

Merit raises refer to the component of salary raises that are provided to department/school bargaining unit faculty members who meet or exceed their assigned unit performance expectations. In any given year, it is possible that all of the Bargaining Unit Faculty Members in an academic unit may be eligible for merit salary raises. Merit is calculated during spring semester based on performance during the previous calendar year. Merit salary raises are added to base salary for the ensuing fiscal year (on September 1 for Bargaining Unit Faculty Members on 9-month contracts, and on July 1 for Bargaining Unit Faculty Members on 12-month contracts).

Merit eligibility for faculty members will be based on meeting or exceeding unit performance expectations for merit in the department in the following areas: Librarian Effectiveness, Scholarship/Creative Work, and Service. Each faculty member will receive an overall merit score which will identify whether s/he did not meet, met, or exceeded expectations for merit. The overall merit score will include five or more categories or rating levels to allow for greater discrimination among levels of performance; each of the categories or rating levels on the overall merit score must clearly identify whether it does not meet expectations for merit, meets expectations for merit, or exceeds expectations for merit. For example, using the minimum five categories or rating levels, the following evaluation concepts would be included: 1 = Does not meet expectations for merit; 2/3 = Meets expectations for merit; 4/5 = Exceeds expectations for merit.

Both the merit committee of the academic unit and the chair may make recommendations to the Dean for allocation of merit dollars and/or percentages. However, as provided for by Section 11.2 of Article 17 of the Collective Bargaining Agreement, the Dean is not bound by such recommendations and the determination of the actual merit increase is within the Dean's reasonable discretion.

1. Merit Criteria, Performance Indicators and Expectations, and Calculation of Merit Scores

The merit criteria (i.e., Librarian Effectiveness, Scholarship/Creative Work, and Service), performance indicators and expectations for the criteria, and the calculation of the component merit scores (i.e., Librarian Effectiveness, Scholarship/Creative Work, and Service) are contained in Appendix A.

   1.1. Bargaining unit faculty members, in this set of procedures, will refer to both tenure-track and non-tenure-track faculty members in the CATS Department, unless otherwise stated.

2. General Procedure for Faculty Evaluation and Score of Merit

   2.1. Prior to the beginning of the calendar year, each faculty member will confirm his/her allocation of effort (e.g., 50/30/20 for Librarian Effectiveness, Scholarship, and Service) with the chair if different than the standard 70/20/10 allocation.

2.2. The department merit committee is responsible for assigning an overall merit score to every bargaining unit faculty member. (see Appendix C)

    2.2.1. All bargaining unit faculty in the department will participate in assigning merit scores, forming a committee of the whole. All references to the merit committee in this document will refer to either all bargaining unit faculty members in the department (when acting as a committee of the whole) or a department merit committee (if a committee is elected).

        2.2.1.1. In the event the Department consists of more than three (3) bargaining unit faculty, CATS faculty may choose to elect a representative committee to serve as a departmental merit committee. The committee must be made up of faculty members in CATS and consist of at least 3 people elected by the department faculty. In the case of a tie, lots will be cast to determine membership on the committee.

2.3. Faculty members who fail to submit a merit portfolio by the deadline will receive an automatic rating of "does not meet expectations" and will not be eligible for a merit salary increase or the market adjustment from the Fixed Market Pool (Article 17, section 7.1).

2.4. The submitted merit dossier must include the following elements:

    2.4.1. Position description

    2.4.2. Official allocation of effort (if different than the standard 70/20/10)

    2.4.3. Electronic copies or links to publications or other supporting evidence required

    2.4.4. Completed Merit Form as found in Appendix B

    2.4.5. Documentation of any special circumstances

2.5. With the exception of external peer review, the same performance indicators described in the library's reappointment, promotion and tenure policies are to be used for merit review and they are to be consistent with those criteria found in Article 14 of the Collective Bargaining Agreement and the individual faculty member's allocation of effort.

    2.5.1. Merit reviews shall accurately reflect the actual responsibilities, assigned duties, and allocation of effort percentages of each department faculty member.

    2.5.2. Once the merit committee has completed its work and produced component merit scores for each performance area (Librarian Effectiveness, Scholarship/Creative Work, and Service) as outlined in Appendix A, the overall merit score is computed using a simple algorithm taking into account the weighted allocation of effort for each performance area:

    [Average Librarian Effectiveness Merit Score * Allocation of Effort]+
    [Average Scholarship/Creative Work Merit Score * Allocation of Effort]+
    [Average Service Merit Score * Allocation of Effort] = Overall Merit Score

    2.5.3. All records and forms used to score merit forms are forwarded to the Dean's Office for retention as soon as the merit process is completed. Merit point scores will be kept on file in the Dean's Office in compliance with the University Libraries records retention policy.

2.5.4. CATS faculty recommend that the Dean allocate the total merit pool for the CATS Department equally among all continuing CATS faculty whose final merit scores qualify them for merit by meeting or exceeding expectations as outlined in section 2.5.2.

2.5.5. In the event that CATS faculty have questions about the Dean's allocation of the merit pool, the faculty may request additional information from the Dean.

2.6. An academic unit may report its merit score recommendation to no greater than one-tenth decimal place (for example, a unit using 1-7 categories or rating levels may assign a score of 3.1 or 5.9 but may not assign a score of 3.15 or 5.975).

3. Significant Dates for Merit Consideration and Appeals

January 31: Last date for faculty merit dossiers to be submitted to an academic unit.

The merit committee of the academic unit is urged to work informally with all faculty being reviewed to resolve any factual or interpretive issues in advance of making recommendations to the chair.

February 28: Academic unit faculty committee's merit score recommendation to the chair (with a copy to the faculty member).

March 7: Last date for faculty members to appeal the committee's recommendation to the chair (with a copy to the committee).

March 31: Chair's merit score recommendation to the Dean (with copies to the committee and faculty members).

April 7: Last date for faculty member to appeal the chair's merit score recommendation to the Dean (with copy to the chair).

The faculty member may raise in any appeal to the Dean:
(i) the chair's merit score recommendation, and
(ii) only those aspects of the committee's recommendation that the faculty member has previously raised in the faculty member's appeal to the chair.

Issues related to the committee's recommendation not raised previously with the chair (where the faculty member either knew or through the exercise of reasonable diligence should have known) are not preserved for appeal to the Dean, shall not be considered by the Dean, and shall not be the basis or grounds for any grievance by the BGSU-FA.

April 30: Dean's recommendation to the Provost. Thereafter the Provost and Dean may confer through on or about May 19.

On or about May 20: Dean issues final determination regarding merit.

4. Special Circumstances
   4.1. Consideration of Special Circumstances as Required by the Collective Bargaining Agreement
      4.1.1. **Faculty Exchange Leave** (Article 21, Section II: subsection 1.7). Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the host institution.
      4.1.2. **Leaves with Extramural Salary Paid through the University Payroll System** (Article 21, Section III: subsection 1.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consultation with the sponsoring government agency or private foundation.
      4.1.3. **Unpaid Leave - 100% time** (Article 21, Section IV: subsection 5). Faculty members will not be eligible for merit in any calendar year for which 100% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.
      4.1.4. **Sick Leave** (Article 21, Section VIII: subsection 9.1). Performance expectations for merit evaluations shall be prorated for faculty members on sick leave for 40 or more days during the calendar year.
      4.1.5. **Parental Leave** (Article 21, Section IX: subsection 3). Unit Faculty Member who takes parental leave under this Article will only be evaluated for performance during the time in which he or she was not on parental leave (including use of sick leave in addition to parental leave). Performance expectations for merit evaluations that are expressed quantitatively shall be prorated. The Department Chair's/School Director's evaluation shall include a description of the methods used for prorating.
      4.1.6. **Partial Unpaid Leave – 50% time** (Article 21, Section X: subsection 3.3) Faculty members will not be eligible for merit in any calendar year for which 50% unpaid leave was taken that is unrelated to Family Medical Leave. If related to Family Medical Leave, performance expectations for merit evaluations shall be prorated.
      4.1.7. **Faculty Improvement Leave** (Article 22, Section 7.3.3) Faculty members shall be entitled to full consideration for merit. The merit evaluations for the faculty members will include consideration of the report submitted to the President detailing accomplishments during the FIL.
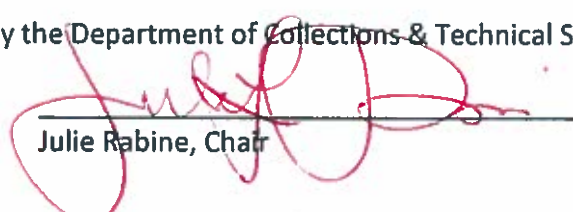   4.2. Consideration of Other Special Circumstances
      4.2.1. **New Faculty Hires.** New faculty members whose employment begins in the fall semester shall be entitled to full consideration for merit. Performance expectations for merit evaluations shall be prorated.
      4.2.2. The unit's faculty advisory body may also consider special circumstances not covered in 4.1 above and make a recommendation to the unit chair or director. Such exceptional circumstances might include a leave without pay to take a short-term research appointment, a leave without pay to participate in professional development, or other leave without pay that enhances the productivity of the faculty member and the reputation of the institution.

5. Amendment of Merit Policy

The unit faculty may amend performance indicators, performance expectations, and the methods for combining this information into both component and overall merit scores at any time. Amendments to the merit policy must be approved by the Dean and Provost/SVPAA. Approved amendments to the merit policy shall not be applied retroactively in the calculation of the previous year's merit scores.

6. Additional Information

Approved by the Department of Collections & Technical Services on ___4.8.2015___

_____ Date ___4.9.2015___
Julie Rabine, Chair

Approved: _____Sara Bushong_____ Date ___4-10-15___
Sara Bushong, Dean of University Libraries

Approved: _____ Date ___4-13.15___
Rodney Rogers, Provost/ Senior VP

APPENDIX A: CATS Merit Criteria & Performance Indicators Rubric

Overview

Merit will be based on meeting or exceeding unit performance expectations that are assigned to the department member for the following performance criteria: Librarian Effectiveness, Scholarship/Creative Work, and Service. Each of the aforementioned criteria will be evaluated using a number of performance indicators (e.g., quantitative student evaluations of teaching). Merit committee members will review information submitted by each faculty member to assign a numerical score for each criteria using an anchored rating scale anchored with examples of expected levels (or their equivalent) of performance on the performance indicators.

1 All bargaining unit faculty in the department will participate in assigning merit scores, forming a committee of the whole. All references to the merit committee in this document will refer to either all bargaining unit faculty members in the department (when acting as a committee of the whole) or a department merit committee (if a committee is elected).

   1.1 In the event the Department consists of more than three (3) bargaining unit faculty, CATS faculty may choose to elect a representative committee to serve as a departmental merit committee. The committee must be made up of faculty members in CATS and consist of at least 3 people elected by the department faculty. In the case of a tie, lots will be cast to determine membership on the committee.

2 One faculty member in CATS will serve as the Merit Coordinator annually. This position will rotate in alphabetical order throughout the department faculty. The person holding this position will be responsible for:
   - Sending out the call for merit.
   - Making sure faculty members are aware of deadlines throughout the merit process;
   - Collecting the merit forms and calculating the final merit scores using the following procedure:
     - Averaging the scores given to each faculty member by Department colleagues in each of the categories of librarian effectiveness, scholarship, and service
     - Calculating each faculty member's overall merit score using these averages and the faculty member's individual allocation of effort
     - Giving this information to the faculty member to review
   - Forwarding all required merit documentation, including scored merit forms and each faculty member's pertinent documentation, as well as an unscored copy of each faculty member's merit form to the CATS Department Chair by the appointed deadline.
   - Serving as chair of the CATS Merit Committee in the event Department faculty choose to elect a committee.

3 The Chair will:
   - Make an independent recommendation of department Bargaining Unit Faculty Members based upon the materials forwarded by the Merit Coordinator, and following the CATS Merit

Criteria & Performance Indicators Rubric (below) and the weighted Allocation of Effort Algorithm (section 2.5 of the main document). The Chair's recommendation will consist of scores for each faculty member in the areas of librarian effectiveness, scholarship (where applicable), and service plus an overall merit score.

- Review all merit calculations for accuracy.
- Inform each Bargaining Unit Faculty Member of his or her overall merit score plus recommendation from the Chair.

In the event that CATS faculty have questions about the Chair's merit evaluation of the bargaining unit faculty, the faculty may request additional information from the Chair.

4 Calendar for merit

4.1 **January 5:** Merit Coordinator issues the call for merit.

4.2 **January 31:** Each faculty member will submit a complete merit dossier electronically to each faculty member in CATS or to each faculty member on the CATS Merit Committee (if applicable) by January 31st (if a weekend, the next business day).

4.3 **February 21:** CATS faculty members will score merit forms in consultation with one another. When reviewing merit forms, faculty will seek clarification for unclear items that appear. Each faculty member will turn in a scored merit form to the CATS merit coordinator for each of his or her faculty colleagues in CATS. If a merit committee has been elected, the members of this committee will score and submit to the CATS Merit Coordinator merit forms for each CATS faculty member. No CATS faculty member should score his or her own merit form. Once the department faculty or merit committee have scored each merit form by assigning merit scores on each of the criteria (Librarian Effectiveness, Scholarship/Creative Work, and Service), the Merit Coordinator will calculate the overall merit score for each faculty member by averaging each faculty member's component scores and applying the algorithm.

4.4 **February 28:** The Merit Coordinator will submit merit scores, completed scored merit forms and an unscored copy of each completed merit forms to the chair; each Bargaining Unit Faculty Member in the unit will receive a copy of the department merit scores. This copy can consist of one letter listing the names of all faculty members in the department, each faculty member's averaged scores in each area, each faculty member's final merit score as calculated according to the formula, and each faculty member's resulting rating (exceeds expectations, meets expectations with distinction, meets expectations, below expectations, or fails to meet expectations), to all faculty in the department.

4.5 **March 7:** Faculty members may appeal the merit score they received from the department or merit committee by submitting an appeal to the Department Chair (with a copy to each other department faculty member/committee member).

4.6 **March 31:** The chair of CATS will forward the department's recommendation, consisting of the Chair's merit scores and the merit committee's merit scores (average scores each faculty member received in the areas of librarian effectiveness, scholarship (where applicable), and

service plus overall merit score as calculated by the Merit Coordinator), along with the faculty member's scored merit forms and documentation, to the Dean. Copies of the department's recommendation will be given to each department faculty member.

4.7 **April 7:** Faculty may write an appeal of this recommendation and submit it to the Dean's office with a copy to the Chair.

4.8 **On or about May 20:** Dean issues final determination regarding merit.

4.9 At the conclusion of the merit process and in advance of the issuance of contracts for the next fiscal year, the Merit Coordinator shall compile and issue a report of the results of the merit process, including merit scores and merit salary allocations for all department bargaining unit faculty members. This is to ensure a fair and transparent process for all CATS faculty members. This report shall be issued internally to each faculty member in the CATS department, and will include the following information concerning all CATS department faculty members:
- Results of Departmental scoring. This information will be obtained by reviewing the Merit Coordinator's report.
- Results of Chair's scoring. This information will be obtained by reviewing the Chair's report.
- Results of Dean's scoring. This information must be forwarded to the Merit Coordinator by individual department faculty members for inclusion in the report.
- Resulting merit salary adjustment for each faculty member.   This information comes from the Provost and must be forwarded to the Merit Coordinator by individual department faculty members for inclusion in the report.
- Percent of the Department merit pool represented by each faculty member's salary adjustment. This information will be calculated by the Merit Coordinator.

Evaluation Rating Category	LIBRARIAN EFFECTIVENESS Expected levels of accomplishment on librarian effectiveness performance indicators (or their equivalent)	Possible Merit Score for Librarian Effectiveness

Exceeds expectations for merit	A faculty member shall be deemed to have exceeded expectations in librarian effectiveness if he or she provides evidence of fulfilling the functions included in his/her position description in a competent and professional manner and also contributing to the mission of the library by participating in special projects which go beyond his/her position description.
	
	1) **Competence:** Mastery and maintenance of professional skills and knowledge required to fulfill the duties related to the librarian's position. (See specific position descriptions.)
	  • Exceeds: Demonstrates leadership and innovation by implementing emerging trends, applying new skills, and actively seeking ways to make improvements to CATS services and workflows. Communicates with colleagues about emerging trends/innovations. Attends professional meetings and workshops and applies new skills/knowledge to UL/CATs.
	2) **Collaboration:** Effective interaction and collaboration with library faculty, staff, student assistants, and users.
	  • Exceeds: Actively pursues leadership roles, makes efficient use of colleague and staff time, actively requests feedback from colleagues and users for improvement, pursues new opportunities for collaboration, assesses collaborative endeavors and their effects
	3) **Service orientation:** Positive and constructive interaction with library stakeholders and service providers.
	  • Exceeds: Anticipates user needs or tries to discover user needs and build ways to accommodate them, seeks out communication opportunities with users, donors and vendors, demonstrates persistence in following up with service providers to solve problems or seeking out the right person to talk with
	4) **Continuous improvement:** Regular assessment and improvement of service in relation to the goals of the library and the department and the needs of users.
	  • Exceeds Expectations: Actively engages in projects and endeavors to continuously improve library services through regular assessment activities; seeks to actively improve individual effectiveness by applying knowledge gained from professional development activities.
		4

	5) **Commitment to student learning:**
	   a) Provision of timely and consistent access to resources in keeping with national standards, including record loading, cataloging/metadata creation, licensing, selection and acquisition of materials. (See specific position descriptions.)
	     • Exceeds: Proactively explores and/or implements emerging trends in access and maintenance and assesses workflows and procedures for consistency and effectiveness.
	   b) Participation in teaching activities where appropriate, including library instruction, individual reference and consultation service, research clinics, and local training workshops as well as instructor of record responsibilities, student advising, and dissertation/thesis advising. (See specific position descriptions.)
	     • Exceeds: As applicable, seeks opportunities to continuously improve public service interactions in reference, instruction and training through assessment and feedback; continuously builds, improves, and assesses instruction programs; receives positive feedback from students and faculty
	6) **Coordinators:** In addition to the items in the previous list, the librarian effectiveness of Coordinators will be evaluated on evidence pertaining to their effective management of the resources and operations of their unit/function.
	     • Exceeds Expectations: Develops and implements new programs and policies or improves existing programs through significant changes to enhance the unit's service and work effectiveness. Successfully advocates for the unit/function, leading to unit and/or service enhancements.	

Meets expectations for merit with distinction	A faculty member shall be deemed to have met expectations with distinction in librarian effectiveness if he or she provides evidence of fulfilling the functions included in his/her position description in a competent and professional manner (see performance indicators below) with consistent efficiency and attention to detail.	*3*
Meet expectations for merit	A faculty member shall be deemed to have met expectations with in librarian effectiveness if he or she provides evidence of fulfilling the functions included in his/her position description in a competent and professional manner.	*2*

1) **Competence:** Mastery and maintenance of professional skills and knowledge required to fulfill the duties related to the librarian's position. (See specific position descriptions.)
   - Meets: Actively learns new skills and technology; is aware of emerging trends in specialization; adheres to national standards; attends professional workshops and meetings.
2) **Collaboration:** Effective interaction and collaboration with library faculty, staff, student assistants, and users.
   - Meets: Attends, is prepared for and participates in meetings, is receptive to and implements pertinent feedback, participates in collaborative endeavors, consistently communicates with colleagues to share knowledge and skills
3) **Service orientation:** Positive and constructive interaction with library stakeholders and service providers.
   - Meets: Responds to user requests in a timely manner and actively tries to accommodate user needs, maintains effective relationships with outside vendors and donors, communicates effectively with vendors and donors
4) **Continuous improvement:** Regular assessment and improvement of service in relation to the goals of the library and the department and the needs of users.
   - Meets: Actively engages in projects and endeavors to improve library services in relation to the goals of UL and CATS and the needs of users. Stays current with profession (i.e., attends workshops, views webinars, reads blogs, e-mail lists, literature, etc.).
5) **Commitment to student learning:**
   a) Provision of timely and consistent access to resources in keeping with national standards, including record loading, cataloging/metadata creation, licensing, selection and acquisition of materials. (See specific position descriptions.)
   - Meets: Provides access and maintenance to materials in a timely manner, follows prescribed standards for access and maintenance.
   b) Participation in teaching activities where appropriate, including library instruction, individual reference and consultation service, research clinics, and local training workshops as well as instructor of record responsibilities, student advising, and dissertation/thesis advising. (See specific position descriptions.)
   - Meets: participates in reference, instruction and training, if applicable
6) **Coordinators:** In addition to the items in the previous list, the librarian effectiveness of Coordinators will be evaluated on

	evidence pertaining to their effective management of the resources and operations of their unit/function. • Meets Expectations: Maintains and assesses existing programs, policies, and procedures to continue and enhance the unit's service and work effectiveness. Advocates for the unit/function and represents concerns to others within the department, UL and University	
Performance is below expectations (does not qualify for merit)	Evidence submitted falls below the standards established in the Meets Expectations section outlined above (does not qualify for merit).	1
Fails to meet expectations for merit	If no evidence is submitted for Librarian Effectiveness, award zero (0).	0

The above scale is based on a 70% allocation of effort for librarian effectiveness. The scale shall be adjusted by the appropriate percent if the faculty member's allocation of effort is different from 70%.

Merit Score for Librarian Effectiveness (to be completed by each faculty member): _____

Evaluation Rating Category	SCHOLARSHIP/CREATIVE WORK Expected levels of accomplishment on scholarship/creative work performance indicators(or their equivalent)	Possible Merit Score for Scholarship
Exceeds expectations for merit	Produce scholarship/creative work sufficient to total 10.5 or more points using the chart below.	4
Meets expectations for merit with distinction	Produce scholarship/creative work sufficient to total 8-10.4 points using the chart below.	3
Meets expectations for merit	Produce scholarship/creative work sufficient to total 6 – 7.9 points using the chart below.	2
Performance is below expectations (does not	Produce scholarship/creative work sufficient to total 0.5 – 5.9 points using the chart below.	1

qualify for merit)		
Fails to meet expectations for merit	If no evidence is submitted for Scholarship/Creative work, award zero (0).	0

The above scale is based on a 20% allocation of effort for research/creative work. The scale shall be adjusted by the appropriate percent if the faculty member's allocation of effort is different from 20%.

Merit Score for Research (to be completed by each faculty member): _____

Point chart for determining levels of scholarship/creative work performance:

CATS faculty members shall record activity from January 1 through December 31 of the previous calendar year beneath the appropriate category heading.

- Include full citations and month and year of publication/presentation.
- Publications may be recorded with either the date of online publication OR the date of print publication, but may be counted only once for merit, even if those dates are in different calendar years.
- Specify refereed and non-refereed for all articles and presentations.
- Specify the level (local, regional, state, national, etc) for all presentations given and workshops/conferences planned.
- Submit copies of publications, mastheads (for editorships), notification of grants and awards, and other applicable documentation electronically.
- Full points will be awarded for works with up to four total co-authors/co-presenters. If there are more than four co-authors/co-presenters, half the point totals for the activity will be awarded to each participating faculty member.
- Points for grants will be awarded during the year the faculty member receives notice of the award of the grant. The ongoing administration of multi-year grants should be recorded as part of librarian effectiveness.
- For Scholarship of Engagement projects, write a paragraph describing the project, its scope, and significance, and provide appropriate electronic documentation. Activities such as presentations, publications, etc., associated with a Scholarship of Engagement project should be recorded in the appropriate category for those activities.

　1. Publications
　　a. BOOKS:
　　　　i. Scholarly books (20 points)
　　　　ii. Textbooks (15 points)
　　　　iii. Edited books (editor or co-editor of proceedings, collections or other edited books) (15 points)
　　　　iv. Chapters in books (8 points)

      v.   Research/technical reports/white papers (multi-state, national, or international audience) (7 points). Submit a copy of the report and address the following points in the merit form: 1) intended audience, 2) degree of involvement in writing the report, 3) the impetus for the report's creation (e.g., a regular committee assignment), 4) degree to which the report is reviewed.

      vi.   Web guides, indexes, bibliographies, pathfinders, etc. (at least statewide audience) (2 points)

  b. PERIODICAL ARTICLES

      i.   Refereed articles, conference proceedings (10 points)

      ii.   Non-refereed articles (5 points)

      iii.   Columns or nationally recognized professional blogs (2 points per published column/post)

      iv.   Newsletter articles (1 point)

  c. REVIEWS (limit of 5 total points for reviews)

      i.   Non-refereed reviews or *Choice / Library Journal*-type reviews of 500 words or less (1 point)

      ii.   Longer reviews in refereed journals (2 points)

2. Papers Presented (Provide full citations, including dates. Indicate if invited or refereed.)
   a. International/national (4 points; 5 if refereed or invited)
   b. Multistate (3 points; 4 if refereed or invited)
   c. State (2 points; 3 if refereed or invited)
   d. Local, Regional (1 point; 2 if refereed or invited)
3. Panelist/Reactor/Moderator (1 point). (If activity as a member of a panel includes presenting a paper, report activity under 2 above.)
4. Poster Sessions (Provide full citations, including dates.) Limit of 4 activity points per year for poster sessions.
   a. International/national (1 point; 2 if refereed)
   b. Multistate (1 point; 2 if refereed)
   c. State, regional or local (.5 point; 1.5 if refereed)
5. EDITORSHIPS. Faculty members should clearly define their precise editorial role (i.e. copy editor, editor in chief, etc.) and include a copy of the masthead of the publication or page indicating role for a-c below. No points will be awarded if no journal issues, columns, etc., are published or manuscripts reviewed.
   a. Journal editor: 15 points
   b. Journal column editor; assistant/associate editor: 10 points
   c. Guest editor; newsletter editor : 5 points
   d. Review/board member (e.g., journal editorial board, grant review panel) or manuscript reviewer: 2 points
6. Conferences and workshops/seminars planned and organized. Points will be granted whether or not the conference planned was the work of an official committee designated for conference planning of which the faculty member was a member. Committee membership should also be recorded in the Service portion of the merit form.
   a. International/national conference or conference program/workshop planned/organized (4 points)
   b. Multistate (3 points)

    c. State (2 points)

    d. Region of the state or local (1 point)

7. Grants and awards. Points will be awarded to those playing a major role in writing the proposal, obtaining funding, or administering the grant after it is awarded. Include description and extent of duties as well as a statement describing the impact of the project funded. Points are awarded for the year the grant is obtained or extended (as the result of new application for grant extension).

    a. External (outside University)

        i. Grant from international/national agency

            1. For project of at least national scope and amount of over $10,000 (15 points)

            2. For project of at least statewide scope and amount of at least $5,000 (10 points)

            3. For project of at least statewide scope and amount of at least $2,500 or a grant for personal scholarship output/professional development and amount of at least $2,500 (5 points)

            4. Any grant of less than $2,500 or any other grant (2 points)

        ii. Grant from multistate/state/local agency

            1. For project of at least national scope and amount of over $10,000 (10 points)

            2. For project of at least statewide scope and amount of at least $5,000 (8 points)

            3. For project of at least statewide scope and amount of at least $2,500 or a grant for personal scholarship output/professional development and amount of at least $2,500 (5 points)

            4. Any grant for less than $2,500 or any other grant (2 points)

    b. Internal grant (within University or from University Libraries)

        i. Grant from University (BGSU)

            1. University Faculty Development Grant (2.5 points)

            2. University Faculty Research Grant (2.5 points)

            3. University Faculty Improvement Leave (Merit points for a Faculty Improvement Leave will be awarded in the year the leave is granted) (2 points)

            4. University Speed Grant (1 point*)

            5. Other (2 points)

        ii. UL grant

            1. Library Faculty Research Grant (1 point*)

            2. Kerbel award: (2 points)

            3. Other (2 points)

             *MAXIMUM OF ONE [1] ACTIVITY POINTS PER YEAR FOR SPEED GRANTS AND LIBRARY FACULTY RESEARCH GRANTS

    c. Awards:

        i. National/international award (5 points)

        ii. Multi-state/state award (4 points)

        iii. Local/BGSU award (3 points)

        iv.   Departmental/UL award (2 points)

8. Engaged Scholarship. Engaged Scholarship Activities that satisfy the working definition of the BGSU Report of the Task Force on Scholarship of Engagement for SoE are eligible for recognition & reward if the project results in an activity described above. Faculty requesting that engaged scholarship projects be considered for merit will provide the following information:
   a. The public & private communities involved with this project. Describe the community's degree of involvement, along with your individual role in this collaborative project.
   b. Whether the project was related to economic development, educational reform, quality of life issues, or a combination of two or more of these areas.
   c. The goal(s) of the project.
   d. The outcome(s) of the project (including scholarship).
   e. The significance/impact of this project (include any supporting documentation from external, non-peer, stakeholder groups).
   f. Any additional information & documentation which may assist faculty in evaluating the engaged scholarship project.
9. Active research agenda. For scholarship/creative projects on which faculty are actively working, include a brief description of the project(s) and the activity completed (i.e., abstracts written/submitted, bibliography of readings completed, etc.). (.5 points. A maximum of .5 points will be awarded for this category.

Evaluation Rating Category	SERVICE Expected levels of accomplishment on service performance indicators (or their equivalent)	Possible Merit Score for Service
Exceeds expectations for merit	Perform service sufficient to total 8.5 or more points using the chart below.	4
Meets expectations for merit with distinction	Perform service sufficient to total 6 – 8.4 points using the chart below.	3
Meets expectations for merit	Perform service sufficient to total 4 – 5.9 points using the chart below.	2
Performance is below expectations (does not qualify for merit)	Perform service sufficient to total 0.5 – 3.9 points using the chart below.	1
Fails to meet expectations	If no evidence is submitted for Service, award zero (0).	0

The above scale is based on a 10% allocation of effort for service. The scale shall be adjusted by the appropriate percent if the faculty member's allocation of effort is different from 10%. For example, if the faculty member's allocation of effort for service is 20%, the scale shall be adjusted appropriately.

Merit Score for Service (to be completed by each faculty member): _____

Point chart for determining levels of service work performance:

Service is defined as:

- Participation in the shared governance of UL or the university (including voluntary representation of the faculty member's department or college on UL or University governance committees),
- Representation of BGSU UL to statewide or national organizations (OhioLINK, ARSC)
- Participation in local, statewide, multistate or national organizations as an active committee member, elected or appointed officer, intern, or other essential participant in the governance or activities of the organization (excluding voting and attendance at general membership meetings).

Membership in a professional organization not accompanied by active committee membership or an elected or appointed officership is not eligible for merit. Membership in the Friends of the Library and volunteer activities not included in the activities described below are not eligible for merit.

Committees on which membership is ex-officio due to the committee member's position title or UL/University task forces convened to aid the faculty member in completing work directly related to his or her position description should be reported under librarian effectiveness. Committees on which membership is ex-officio due to another elected or appointed office may be considered for merit, but ex-officio status should be noted.

Report all work related to a subcommittee within activity related to its governing committee if the subcommittee's membership is drawn entirely from the governing committee and the governing committee typically breaks up into subcommittees in order to complete its primary work. Service on subcommittees that do not fit this description can be recorded separately.

All participation in the governance of the faculty member's department (i.e., merit, RPT, faculty search committees) should be recorded under UL Service. However, merit points will be awarded for the activity only if it was delegated to a committee in which a subset of department faculty is representing the entire department and not all faculty are participants.

1. UL Service. Describe committee activities (workload, number of meetings, etc.).
    a. UL standing committee membership (1-2 points)
    b. UL screening committee (1 points)
    c. UL Friends Board (1-2 points)
    d. Chair or officer of any of the above (1 point additional)
    e. Faculty secretary (1-2 points)
    f. Presiding officer of the library faculty (1 point)

  g. CATS or other UL department committee/service position (Merit Coordinator, Chair of CATS PTRC Committee, etc.) (1-2 points)

2. University Service. Describe committee activities and individual contributions to the work of the committee, number of meetings, etc..
   a. Faculty Senate membership (2 points)
   b. Graduate or Undergraduate Council membership (2 points)
   c. University committee, task force, etc. membership (1-2 points)
   d. Chair or officer of any of above (1 point additional)
   e. Advisor to University social or recreational group (1 point)
3. Networks, Consortia, etc. (where BGSU Libraries is a member; e.g., OhioLINK. List committee memberships and offices.)
   a. International/national consortium committee membership (2 points)
   b. Multistate consortium committee membership (1.5 points)
   c. OhioLINK standing committee membership (2 points)
   d. OhioLINK task force or other state, region of the state, or local consortium committee membership (1 point)
   e. Chair or officer of any of the above (a-d) (1 point additional)
4. Professional Organizations (May be library or other position-related associations. List committee memberships and offices, other service, and attendance at meetings.)
   a. Officer (any position elected or appointed to the organization's executive board. Committee chairs that attend executive meetings should be reported under b-d below) of international/national/regional/statewide organization (e.g. ALA, ALA Divisions - ACRL - or sections - STARS, ALAO, etc.) (3 points)
   b. Committee of an international/national professional organization (2 points for membership, 3 points if chair)
   c. Committee of a multistate professional organization (1.5 points for membership, 2.5 points if chair)
   d. State, region of the state, or local committee (1 point for membership, 2 points if chair)

Overall Merit Score

Overall Merit Score	Interpretation
3.5-4	Exceeds expectations for merit; eligible for merit
2.6-3.4	Meets expectations for merit with distinction; eligible for merit
1.7-2.5	Meets basic expectations for merit; eligible for merit
0.5-1.6	Performance is below expectations for merit; recommendation for no merit
0- 0.4	Fails to meet basic expectations for merit; recommendation for no merit

Appendix B: Merit Form to be filled out by faculty member

Instructions

It is the responsibility of each faculty member to complete a merit form, providing evidence to support the faculty member's performance related to each criterion.

- Fill in applicable calendar year, name, rank, and date at the top of the form.
- Record activity from January 1 through December 31 beneath the appropriate category headings in the form below.
- .1.1　If a given activity serves as evidence for more than one category, it should be recorded in all applicable categories.
- .1.2　Language from each individual faculty member's position description can be inserted along with evidence to provide clarity.
- No faculty member shall score her or his own form.
- Each faculty member should submit the completed form electronically to all members of the CATS Merit Committee (if applicable) or Committee of the Whole along with:

  1.　Position description

  2.　Official allocation of effort

  3.　Electronic copies of publications or other supporting evidence required

Merit form for calendar year YYYY
FACULTY MEMBER NAME AND RANK
CATS Department, University Libraries
DATE

Librarian Effectiveness

Exceeds expectations for merit:	4
Meets expectations for merit with distinction:	3
Meets expectations for merit	2
Performance is below expectations (does not qualify for merit):	1
Fails to meet expectations for merit	0

All CATS faculty must demonstrate librarian effectiveness through evidence pertaining to the following criteria.

I. Competence: Mastery and maintenance of professional skills and knowledge required to fulfill the duties related to the librarian's position. (See specific position descriptions.)

[LIST EVIDENCE HERE]

II. Collaboration: Effective interaction and collaboration with library faculty, staff, student assistants, and users.

[LIST EVIDENCE HERE]

III. Service orientation: Positive and constructive interaction with library stakeholders and service providers.

[LIST EVIDENCE HERE]

IV. Continuous improvement: Regular assessment and improvement of service in relation to the goals of the library and the department and the needs of users.

[LIST EVIDENCE HERE]

V. Commitment to student learning (A): Provision of timely and consistent access to resources in keeping with national standards, including record loading, cataloging/metadata creation, licensing, selection and acquisition of materials. (See specific position descriptions.)

[LIST EVIDENCE HERE]

VI. Commitment to student learning (B): Participation in teaching activities where appropriate, including library instruction, individual reference and consultation service, research clinics, and local training workshops as well as instructor of record responsibilities, student advising, and dissertation/thesis advising. (See specific position descriptions.)

[LIST EVIDENCE HERE]

In addition to the items in the previous list, the librarian effectiveness of Coordinators will be evaluated on evidence pertaining to the following criterion:

i. Effective management of the resources and operations of their unit/function.

[LIST EVIDENCE HERE]

Scholarship/Creative Work

Exceeds expectations: 10.5 points or higher	4
Meets expectations with distinction: 8-10.4 points	3
Meets expectations: 6-7.9 points	2
Below expectations (does not qualify for merit): .5-5.9 points	1
Fails to meet expectations for merit: 0 points	0

PUBLICATIONS

Books
Scholarly books
Textbooks
Edited books
Chapters in books
Research/technical reports/white papers
Web guides, indexes, bibliographies, pathfinders, etc.

Periodical articles
Refereed articles, conference proceedings
Non-refereed articles
Columns or national recognized professional blogs
Newsletter articles

Reviews
Non-refereed or short reviews
Longer, refereed reviews

PAPERS PRESENTED

International/national
Multistate
State
Local

OTHER

Panelist/reactor/moderator
Poster sessions
Editorships
Conferences and workshops planned/organized
Grants and awards
Engaged scholarship
Active research agenda

Service

Exceeds expectations: 8.5points or higher	4
Meets expectations with distinction: 6-8.4 points or higher	3
Meet expectations: 4-5.9 points	2
Below expectations (does not qualify for merit): .5-3.9 points	1
Fails to meet expectations: 0 points	0

University Libraries service

UL standing committee
UL screening committee
UL departmental service
Other

University service

University committee, task force, etc.
Other

Networks, consortia

OhioLINK standing committee
OhioLINK task force or other state/local committee
Other

Professional organizations

Officer of international/national/regional (multi-state)/statewide organization
Committee membership (international/national professional organization)
Committee membership (multistate organization)
Committee membership (state, region of state or local organization)
Other

Appendix C Merit Scoring Form

It is the responsibility of the CATS Merit Committee (if applicable) or Committee of the Whole to evaluate the performance of each bargaining unit faculty member.

- Supply the name of the faculty member being evaluated and your name as the evaluator, along with the date.
- Carefully examine the evidence presented in the completed merit form (appendix B) and evaluate the faculty member's perfomance in light of the rubrics and performance indicators provided in Appendix A.
  - .1.1 Using the performance indicators provided, assign a numerical score for Librarian Effectiveness.
  - .1.2 Using the point system provided, assign numerical score(s) for Scholarship (for TTF) and Service (for both TTF and NTTF).
  - .1.3 Using the charts provided for each of the three criteria, determine whether the faculty member's score meets, meets with distinction, exceeds, or fails to meet the established criteria for Librarian Effectiveness, Scholarship (for TTF) and Service.
- No faculty member shall score her or his own form.
- Print out the form and record these scores in the blanks provided on the form.
- Turn in the completed Scoring Form to the Merit Coordinator.

CATS Department, University Libraries

Merit Scoring Form for _____ for year _____.
                              (Name of faculty member whose form is being scored)   (Year of activity)

Scored by: _____   Date: _____

REFER TO THE COMPLETE CATS MERIT SALARY AWARDS DOCUMENT FOR DETAILED INSTRUCTIONS ON SCORING. Submit scores to the CATS Merit Coordinator by February 1.

Librarian Effectiveness

Scale for Librarian Effectiveness:

Exceeds expectations for merit:	4
Meets expectations for merit with distinction:	3
Meets expectations for merit	2
Below expectations (does not qualify for merit):	1
Fails to meet expectations for merit	0

Librarian Effectiveness FINAL LIBRARIAN EFFECTIVENESS SCORE (0-4) (LE): _____

This LE score will be added to the LE scores provided by the other CATS faculty members for this individual which will then be averaged to become this individual's Final Score for Librarian Effectiveness.

Scholarship/Creative Work
Scale for Scholarship/Creative Work:

Exceeds expectations: 10.5 points or higher	4
Meets expectations with distinction: 8-10.4 points	3
Meet expectations: 6-7.9 points	2
Below expectations (does not qualify for merit): .5-5.9 points	1
Does not meet expectations (does not qualify for merit): 0 points	0

PUBLICATIONS   POINTS: _____

PAPERS PRESENTED   POINTS: _____

OTHER   POINTS: _____

Scholarship/Creative Work

FINAL RESEARCH SCORE (RAW):   _____

FINAL RESEARCH SCORE (R) (0-4):   _____

This R score will be added to the R scores provided by the other CATS faculty members for this individual which will then be averaged to become this individual's Final Score for Scholarship/Creative Work.

Service
Scale for Service

Exceeds expectations: 8.5points or higher	4
Meets expectations with distinction: 6-8.4 points or higher	3
Meet expectations: 4-5.9 points	2
Below expectations (fails to meet expectations for merit): .5-3.9 points	1
Fails to meet expectations: 0 points	0

University Libraries service   POINTS: _____

University service	POINTS: _____

Networks, consortia	POINTS: _____

Professional organizations	POINTS: _____

Service

FINAL SERVICE SCORE (RAW): _____

FINAL SERVICE SCORE (S) (0-4): _____

This S score will be added to the scores provided by the other CATS faculty members for this individual which will then be averaged to become this individual's Final Score for Service.

Final Merit Score

The final merit score will be calculated by averaging the final librarian effectiveness (LE) scores awarded to each faculty member by his/her colleagues, the final scholarship (R) scores, and the final service (S) scores, then weighting those final scores by the faculty member's allocation of effort. For example, if his/her allocation of effort is 70% Librarian Effectiveness, 20% Scholarship/Creative Work and 10% Service, his/her Final Merit Score (FMS) would be calculated by the following formula: $.7LE + .2R + .1S = FMS$. The FMS will be applied to the scale below to determine whether the faculty member exceeds, meets with distinction, meets, is below, or fails to meet expectations.

Exceeds expectations for merit:	3.5-4
Meets expectations for merit with distinction:	2.6-3.4
Meets expectations for merit	1.7-2.5
Performance is below expectations (does not qualify for merit):	0.5-1.6
Fails to meet expectations for merit	0-0.4