

Merit Policy

Part II: Academic Unit Criteria, Standards, and Processes

Academic Unit: World Languages and Cultures (Revised: October 14, 11:24 a.m. 2019)

Merit Criteria, Performance Indicators, and Expectations

Faculty members self-reported merit ratings are derived from the sum of the point values of performance indicators in the merit instrument. The performance indicators below are illustrative, not exhaustive. Nor should they be construed as mere checklists. The Committee reviewing merit and the department Chair will appraise the overall levels of quality and quantity of performance, engagement, and contributions that faculty members demonstrate in teaching, research, and service during the review period.

Points are fixed for individual performance indicators in each category, and the point totals in each category will set score levels for each faculty member. The process can end there if the faculty member is satisfied that those scores sufficiently reflect the quantity and quality of performance. Or, any faculty member can choose to explain that the total number in one or more areas should be higher (or lower) because of individual performance factors such as: time spent, effort expended, and/or overall quality. In that case, it is the faculty member's responsibility to present evidence that will equip the committee and department chair to make a decision about adjusting the score of a particular indicator, a category and/or the overall score.

Separate evaluations are made in the areas of teaching, research, and service using 5.0 point scales with the following anchors: 0 (unacceptable performance); .1-1.5 (does not meet departmental expectations for merit); 1.6-3.5 (meets departmental expectations for merit); 3.6-5.0 (exceeds departmental expectations for merit). Candidates receiving raw-point totals above 5.0 in a given area will be assigned a merit score of 5.0 for that area. The committee then meets and resolves any discrepancies in the independent evaluations of each faculty member on each scale. Agreement is achieved by consensus, if possible, vote if necessary. Committee members will absent themselves when their own merit is being reviewed or for other conflict of interest situations.

The committee evaluating merit will review the faculty members' self-reported scores and provide a report of the committee determination to the chair. The Chair individually generates a separate set of scores. The Chair's scores can be higher or lower than the committee report. It is possible that the Chair may assign a different score, which would require the chair to discuss individually the situation with a given faculty member. A lower score may result from situations such as the two described below:

- persistent, unaddressed issues in teaching performance, e.g.; problems in student or peer evaluations; other teaching performance complaints that have been addressed directly to the chair.
- failing to meet basic job expectations, e.g.; not providing syllabus, failing to regularly attend class and/or office hours, other job performance complaints that have been addressed directly to the chair.

<u>TEACHING</u> *A rating of Unacceptable may also be assigned (regardless of points awarded in teaching performance indicators) for the following reasons: poor performance (under 3.0) on composite scores for quantitative student evaluations for two or more consecutive semesters and no subsequent involvement in any instructional development efforts or similar activities to improve teaching performance; no involvement in other teaching-related activities.	<u>Evaluation Rating</u> Exceeds: 3.6-5.0 Meets: 1.6-3.5 Does not Meet: .1-1.5 Unacceptable: 0	<u>Enter Possible Merit Score for Teaching</u>
Instruction <ul style="list-style-type: none"> • Design and teach new 3 or 4-credit course (e.g., Honors, Interdisciplinary, Study-Abroad/AFAR, Summer Workshop, Winter session, distance- learning, etc.): .9 • Design and teach a 2-credit course: .6 • Adapt existing course for distance-learning, including use of Quality Matters mentors (one time per course): .6 • Substantially redesign existing course: .6 • Design and teach a 1 -credit course (e.g., BGSU 1910): .3 • Independent Studies/section: .2 • Guest Lecture: .1 		
Curricular and Program Review <ul style="list-style-type: none"> • Internal Language Program Revisions or assessment of curriculum: .9 • Qualify a course for the general education pool or for another unit's curricular criteria: .9 • Initiate or substantially redesign a study abroad program: .6 • Internal Lang Program Revisions or assessment of curriculum (on campus OR away): .6 • Coordinate or help coordinate revision or review of a portion of a curriculum (e.g., first- year German): .4 • Complete and present assessment results (e.g. individual courses, CCP, BGP, etc.) that is not part of regular teaching assignment: .3 • Student assessment (exit interviews for program assessment, 1 per student): .1 		

<p>Grant-writing</p> <ul style="list-style-type: none"> • Submit an external curriculum-related grant proposal: .6 • Direct or co-direct a curriculum-related grant-sponsored program: .6 		
<p>Supervise Undergraduate and Graduate Research</p> <ul style="list-style-type: none"> • Chair MA thesis (per thesis, per year): .6 • Direct MA thesis/Final Project, per student, per year: .4 • Other Dissertation service (e.g. Grad rep): .3 • Director or Co-director of Senior honors project per semester: .3 • Committee member MA Final Project, .2 per student: .2 • Student mentoring beyond regular office hours or teaching/service/advising duties (e.g. mentoring students to present at BGSU conference or to apply for research funding, .1 per student, capped at .5): .1 		
<p>Professional Development: Pedagogy</p> <ul style="list-style-type: none"> • Teach a semester as a Fulbright faculty member: .9 • Participate in a semester-long workshop (e.g., CFE learning community): .6 per workshop • OPI tester training: .5 • Collaborate with another faculty member to improve one's pedagogical skills: .3 • Complete university course enhancing teaching: .3 • Attend a one-meeting workshop (e.g., pedagogy-based workshop, learn how to incorporate Computer Assisted Learning [CAL] in a course, summer workshops, conference presentations): .2 per workshop 		
<p>Student Evaluation Formula</p> <ul style="list-style-type: none"> • Average of 3.00-4.00: 2.0 • Average of 2.50-2.99: 1.5 • Average of 1.00-2.49: .4 		
<p>Awards & distinctions related to instruction, external or internal to the university</p> <ul style="list-style-type: none"> • External nomination and win: 1.0 • External nomination (without win): .5 • Internal nomination and win: .4 • Internal nomination (without win): .2 • Receive student recognition from graduating student (e.g., CFE Student Recognition Certificate): .1 		

Adjustments Up or Down: because of individual performance factors such as time spent, effort expended, and/or overall quality.		

Merit Score for teaching as calculated by merit committee member _____.

<p>RESEARCH: SCHOLARSHIP and CREATIVE WORK *A rating of Unacceptable may be assigned (regardless of points awarded in research performance indicators) for the following reasons: Indicators in merit report and/or supporting materials of failure to complete acceptably any of the activities listed in this section.</p>	<p><u>Evaluation Rating</u></p> <p>Exceeds: 3.6-5.0</p> <p>Meets: 1.6-3.5</p> <p>Does not Meet: .1-1.5</p> <p>Unacceptable: 0</p>	<p><u>Enter Possible Merit Score for Research</u></p>
<p>Publications: book-length manuscripts, single or co-authored</p> <ul style="list-style-type: none"> • Scholarly book (refereed, minimum 100 pages): 5.0 • Refereed textbook or academic software: 5.0 • Refereed translation relevant to discipline: 4.5 • Book length creative work relevant to discipline: 4.5 • Non-refereed scholarly book, textbook or translation equal in scope/quality to peer-reviewed work: 1.5 <p>Editing</p> <ul style="list-style-type: none"> • Editor of refereed anthology: 4.0 • Editing a monograph: 2.0 • Editing a non-refereed scholarly book, textbook or translation equal in scope/quality to peer-reviewed work: .5 <p>Submissions</p> <ul style="list-style-type: none"> • Submission of book manuscript: 1.0 • Letter of acceptance to publish by book publisher: 1.0 • Submission of revised book manuscript: .5 		

<p>Publications, articles and chapters, single or co-authored</p> <ul style="list-style-type: none"> • Refereed research article (4000 words min.): 2.5 • Refereed shorter research article: 1.2 • Non-refereed research article (including conference proceedings) equal in scope/quality to peer-reviewed work (4000 words min.): .9 • Acceptance letter to publish by refereed journal or book editors: .8 • Translation in refereed book or journal (2-40 pages): .8 • Submission of article or chapter: .5 • Non-refereed shorter research articles, equal in scope /quality to a peer-reviewed work: .4 		
<p>Other Publishing</p> <ul style="list-style-type: none"> • Book review, editorial comments, scholarly notes (for example a brief 1-2 page emendation of a Classical text, refereed or non refereed): .5 • Open Peer Commentary (refereed, published review): .5 • Bibliographic work: .1 point per 50 entries 		
<p>Scholarly Presentations</p> <ul style="list-style-type: none"> • Invited scholarly presentations: national/international keynote: 2.0 • Paper given at scholarly conference (national/international): 1.5 • Invited scholarly presentations: national / International guest lecture: 1.5 • Paper given at scholarly conference (regional/state): 1.2 • Invited scholarly presentations, e.g. a regional keynote: 1.2 • Invited scholarly presentations: regional guest lecture: 1.0 		
<p>Other Presentations, Talks, Workshops</p> <ul style="list-style-type: none"> • Participant in panel discussion (commentator/discussant): .5 • Professional related talks: .5 • Participate in research workshop (e.g. translation training): .5 • BGSU talk: .5 		
<p>Grants, external</p> <ul style="list-style-type: none"> • Over \$15k per year: 2.5 • \$5k-\$14999 per year: 1.5 • under \$5k per year: .5 		

<ul style="list-style-type: none"> submitted (not accepted): .5 Grants, internal <ul style="list-style-type: none"> over \$15k per year: 1.0 \$5k-\$14999 per year: .5 under \$5k per year: .2 submitted (not accepted): .2 		
Editorial Work, single or co-edited <ul style="list-style-type: none"> Editor in Chief of scholarly journal (national/ international): 2.0 points per volume Editor Chief of scholarly journal (state/regional): 1.0 points per volume Other key role in international/national journal: .5 Other key role in state/regional journal: .5 Referee or consultant for scholarly journal: .2 points per year of work 		
Awards and Distinctions for Research <ul style="list-style-type: none"> External nomination and win: 1.0 External nomination (without win): .5 Internal nomination and win: .4 Internal nomination (without win): .2 		
Adjustments Up or Down: because of individual performance factors such as time spent, effort expended, and/or overall quality.		

Merit Score for research as calculated by merit committee member _____.

SERVICE *A rating of Unacceptable may be assigned (regardless of points awarded in service performance indicators) for the following reasons: Indicators in merit report and/or supporting materials of failure to acceptably complete any of the activities listed in this section.	Evaluation Rating Exceeds: 3.6-5.0 Meets: 1.6-3.5 Does not Meet: .1-1.5	Enter Possible Merit Score for Service
--	---	---

	Unacceptable: 0	
University Leadership and Service <ul style="list-style-type: none"> ● Faculty Senate: 1.0 ● Senate Committees: .8 ● University Standing Committee: .8 ● Peer Mentoring program (be a formal mentor or mentee): .5 ● Other University Service: .5 		
BGSU-FA <ul style="list-style-type: none"> ● Officer: 2.0 ● Negotiation Team member: 2.0 ● Committee Chair: 1.5 ● Committee membership: 1.0 ● Other union service (e.g. card campaign): .5 		
College Leadership and Service <ul style="list-style-type: none"> ● Curriculum Teaching and Learning Committee: 2.0 ● College PTRC Committee: 1.5 ● Arts & Sciences Council: 1.0 ● Interdisciplinary Studies Committees: .8 ● Ethnic Culture and Arts Program (ECAP) Committee: .5 ● World Languages Ed Committee: .2 ● Other College Service: .2 		
Departmental Leadership, Service, Committees <ul style="list-style-type: none"> ● Graduate Coordinator: 1.5 ● TA Coordinator: 1.5 ● Undergraduate Advisor: 1.5 ● Executive & Personnel Committee: 1.0 ● Curriculum Committee: 1.0 ● Faculty Search Committee: .8 ● Section Leader (if applicable): .5 ● Marketing and Recruitment Committee: .5 ● Raise significant external funds for department: .5 ● Chair Evaluation committee: .5 ● Grade Review Chair: .5 ● Learning Community Committee: .5 ● Other Dept Service (e.g., French Language Program Coordinator; CCP mentorship; OPI tester; scholarship coordination; other Ad Hoc committee): .5 per activity ● World in Translation Committee: .2 		

<ul style="list-style-type: none"> • Library Representative: .2 • Peer teaching evaluator/observer: .2 per evaluation • Tenure & Promotion Facilitator: .1 		
<p>Advising and Directing</p> <ul style="list-style-type: none"> • Austria / Spain: Director of AYA abroad: 3.5 • French House Faculty Director: 2.5 • La Comunidad Faculty Director: 2.5 • Organize, recruit and run summer OR winter OR spring break session study abroad program: 2.5 • Austria: Director of Recruitment for Academic Year Abroad (AYA) on campus: 2.0 • Spain: Director of Recruitment for AYA on campus: 2.0 • France: Director of Recruitment for AYA on campus: 2.0 • Serve as Advisor for program-related student organization (e.g., German, Japanese, Russian, other club): 1.5 • Organize, recruit and run winter session OR spring break OR summer session in-country program: 1.5 • Demonstrate extensive study abroad recruiting efforts (other than director or organizer): 1.0 • Serve as advisor of non-department-related student organization: .5 • Make arrangements for writer-in-residence: .5 • SOAR facilitator: .5 • Placement Testing: .2 per semester • Other co-curricular activities: .2 per event 		
<p>Representation and Recruitment Strategies</p> <ul style="list-style-type: none"> • Recruitment activities with significant time commitment (beyond those associated with other duties such as advisor, director, e.g. running marketing campaigns): .5 per activity • High School / College Outreach: .5 • Graduation: .2 per event • Recruitment activities with minimal time commitment (e.g.: Presidents' Day; Major Mondays/Major Matchup; Grad Fair; Expanding Your Horizons Fair; Participating in on-campus student visits, other student recruitment events: .1 point for each 		
<p>BGSU Conference Activities</p> <ul style="list-style-type: none"> • Professional conference hosted at BGSU (e.g.; OLAC / ASA /Transcaribbean): 3.0 		

<ul style="list-style-type: none"> • On campus conference or events leadership (e.g.: Latinx Issues/eSTRELLA; Africana Studies; Black Issues; Cherry Blossom; Chinese New Year; etc.): 2.0 • Committee member or other support of one of these above BG conference activities (or others, such as Embracing Global Engagement; CURS Research Symposium): .5 		
Other BGSU Activities <ul style="list-style-type: none"> • Medium-sized event (e.g. Oktoberfest): 1.0 • Organize logistics of BGSU gathering or workshop (e.g. Maifest, etc.): .4 • Organizer of campus event or field trip: .2 		
Professional Activities <ul style="list-style-type: none"> • Lengthy / extraordinary unpaid consulting (e.g. program review): 1.0 • Board Member or Officer of Professional Organization: .5 • Organize a conference session: .5 • Providing community service (e.g., consulting or serving as translator, interpreter, guest speaker, etc.): .2 • Conference Leadership (arranging speakers, making intros): .2 • Take part in conference session devoted to professional topic (e.g., roundtable on a program design): .1 • Giving a solicited local presentation (e.g. Film Series Intro): .1 • Moderating or chairing of conference panel: .1 		
Adjustments Up or Down: because of individual performance factors such as time spent, effort expended, and/or overall quality.		

Merit Score for service as calculated by merit committee member _____.

Merit Committee Composition and the Election/Appointment Process

The Bargaining Unit Faculty Members of the Executive Committee are charged with the initial responsibility of evaluating the performance of each faculty member annually for purposes of merit increases. The Executive Committee is composed of five members who are elected by the entire faculty. All faculty are eligible to serve on Executive Committee.

Elements of the Merit Dossier: the submitted merit dossier must include the following elements:

- Updated curriculum vitae highlighting activities completed during the previous academic year and not previously submitted to the committee;
- Updated Faculty 180 for the academic year (including supporting materials)

At their discretion, faculty members may also submit in Faculty 180 the following:

- Published reviews of books or other publications;
- Peer reviews of teaching, course syllabi, unsolicited testimonials from students, or other evidence of extraordinary effort and/or success in teaching (e.g., one paragraph narrative of teaching activities);
- Testimonials from university or professional colleagues regarding the extent or quality of service provided; and/or
- Other evidence of meritorious research, teaching, or service.

Calculation of Overall Merit Score

Merit points are assigned to each faculty member as the sum of the products of merit scores in each of the three domains and allocation of effort in that domain. For purposes of determining merit, allocation of effort is translated to a tripartite decimal scale whose elements sum to 1 (e.g. a 50-30-20 allocation of effort becomes .5 [teaching], .3 [research], .2 [service]). The elements serve as weights, which when multiplied by the merit scores for each domain create a scale with a theoretical range of 0 to 5.0 points for each faculty member. The formula is thus:

$$TP=MTET+MRER+MSES$$

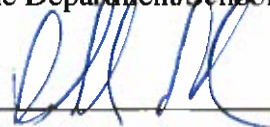
Where TP=total points, M=Merit score within each domain, E=effort allocated to each domain, and T,R,S refer to teaching, research, and service.

The three year rolling average score will be calculated by averaging the current and last two year's overall merit scores.

Interpretation	Overall Merit Score
Exceeds expectations for merit. Recommendation for merit.	3.6-5.0
Meets expectations for merit. Recommendation for merit.	1.6-3.5
Does not meet expectations for merit. Recommendation for no merit.	.1-1.5
Unacceptable performance. Recommendation for no merit.	0


Approved by the Department/School of World Languages & Cultures at the Month, Date, Year Faculty Meeting

Oct. 2019




Date 12/3/2019

Philip Peek, Chair

Approved: 
Raymond Craig, Dean of College Name

Date 12/4/2019

Approved: 
Joe B. Whitehead, Jr., Provost/ Senior VP

Date 12/9/19