

## Merit Policy

### Part II: Academic Unit Criteria, Standards, and Processes

Academic Unit: Computer Science

#### Merit Criteria, Performance Indicators and Expectations

Merit will be based on meeting or exceeding unit performance expectations that are assigned to the full-time faculty member on the following performance criteria: Teaching Effectiveness, Scholarly/Creative Activity, and Service. Each of the criteria (e.g., teaching effectiveness) will be evaluated using a number of performance indicators (e.g., quantitative student evaluations of teaching, including university-wide questions).

Faculty members self-reported merit ratings are derived from the sum of the point values of illustrative performance indicators in the merit instrument. The merit committee and the Chair will appraise the overall levels of quality and quantity of performance, engagement, and contributions that faculty members demonstrate in Teaching Effectiveness, Scholarly/Creative Activity, and Service during the review period.

Merit committee members will meet as a committee to review and reach consensus on component scores for each of the relevant performance criteria. The total points earned for individual performance indicators within a given evaluation category will constitute each faculty's merit score for that category.

The levels on each of the performance indicators used to capture how the unit defines faculty member's performance are noted below.

**Performance exceeds expectations for merit [Merit score range: 5.0 – 7.0]**

**Performance meets expectations for merit [Merit score range: 3.0 – 4.9]**

**Performance does not meet expectations for merit [Merit score range: 1.0 – 2.9]**

**Performance is unacceptable [Merit score range: 0.0 – 0.9]**

## **EVALUATION OF TEACHING EFFECTIVENESS**

The illustrative performance indicators listed below are considered when evaluating faculty's teaching effectiveness for merit.

### **Performance Indicators on Teaching Effectiveness**

- Quantitative Course Evaluation<sup>1</sup>
  - Overall average score greater than 4.00 (2.0 pts.)
  - Overall average score greater than 3.75 (1.0 pts.)
  - Overall average score greater than 3.50 (0.5 pts.)
- Qualitative Course Evaluation
  - Comments indicating strongly positive student learning experience (2.0 pts.)
  - Comments indicating positive student learning experience (1.0 pts.)
- Peer Evaluation
  - Comments indicating exceptional course design and/or instruction (1.0 pts.)
  - Comments indicating successful course design and/or instruction (0.5 pts.)
- Student Supervision<sup>2</sup>
  - PhD Dissertation Chair/Supervisor (0.75 pts.)
  - MS Thesis Chair (0.50 pts.)
  - MS Student Project/ Undergraduate Research Supervision (0.25 pts.)
  - Dissertation/Thesis Committee (excluding graduate representative) (0.20 pts.)
- Course Development<sup>2</sup>
  - New course, new program development (1.0 pts.)
  - Minor course, minor program revision (0.25 pts.)
- Award
  - Teaching related awards (1.0 pts.)
  - Teaching related award nominations (0.5 pts.)
- Other Teaching Related Activities (0.25 pts.)
  - Enhancement of course materials
  - Utilization of active learning pedagogies
  - Innovative use of technology
  - Implementation of efficient feedback mechanism
  - Incorporation of mindfulness and well-being practices into curriculum
  - Development and integration of case studies or real-world scenarios within curriculum
  - Design of accessibility improvements in course materials
  - Participation in CFE teaching workshop(s)
  - Participation in teaching conference (e.g., SIGCSE)

<sup>1</sup>Quantitative course evaluations will encompass the responses from the university-wide questions and two of the departmental questions. Specifically, the overall average score will be calculated by taking the equally weighted average of the ratings from the university-wide questions (Questions 1-6) and two departmental questions (Questions 7-8).

<sup>2</sup>The highest number of points that can be earned for performance indicators in student supervision and course development is 2.0 pts.

Evaluation Rating Category	<p style="text-align: center;"><b>TEACHING EFFECTIVENESS</b></p> <p style="text-align: center;">Expected levels of accomplishment on teaching performance indicators</p>	Possible Merit Score for Teaching Effectiveness
Exceeds expectations for merit	<ul style="list-style-type: none"> <li>• Greater than or equal to 4.0 on the overall average score of the quantitative course evaluation ratings.</li> <li>• Qualitative course evaluation indicating strongly positive student learning experience.</li> <li>• Evidence of teaching effectiveness illustrated by other performance indicators totaling 1.0 pts. or higher. For example, peer evaluation comments indicating exceptional course design and instruction, one PhD Dissertation Chair and one MS student project supervision, two MS Thesis Chair, one MS Thesis Chair and participation in two CFE teaching workshops, one new course development, one new program development, four minor course revisions, one teaching award, etc.</li> </ul>	5.00 – 7.00
Meets expectations for merit	<ul style="list-style-type: none"> <li>• Greater than or equal to 3.75 and less than 4.00 on the overall average score of the quantitative course evaluation ratings.</li> <li>• Qualitative course evaluation indicating positive student learning experience.</li> <li>• Evidence of teaching effectiveness illustrated by other performance indicators totaling 1.0 pts. or higher. For example, peer evaluation comments indicating successful course design and instruction, one PhD Dissertation Chair and one MS student project supervision, two MS Thesis Chair, one MS Thesis Chair and participation in two CFE teaching workshops, one new course development, one new program development, four minor course revisions, one teaching award, etc.</li> </ul>	3.00 – 4.99
Fails to meet expectations for merit	<ul style="list-style-type: none"> <li>• Greater than or equal to 3.00 and less than 3.75 on the overall average score of the quantitative course evaluation ratings.</li> <li>• Evidence of teaching effectiveness illustrated by other performance indicators totaling 0.5 pts. or higher. For example, peer evaluation does not indicate successful course design and instruction, one minor course revision, two minor program revisions, enhancement of teaching materials and innovative use of technology, etc.</li> </ul>	1.00 – 2.99

Unacceptable	<ul style="list-style-type: none"> <li>The composite points of the quantitative course evaluation and qualitative student evaluation are less than or equal to 2.0 and/or no significant documented teaching effectiveness or no materials submitted for review.</li> </ul>	0.00 – 0.99
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## **EVALUATION OF SCHOLARLY/CREATIVE ACTIVITY**

The illustrative performance indicators listed below are considered when evaluating faculty's scholarly/creative activity for merit.

### Performance Indicators on Scholarly/Creative Activity

- Grant Funding Awards & Activities
  - Awarded or continued activities on an external grant totaling more than \$200,000 (4.0 pts.)
  - Awarded or continued activities on an external grant totaling more than \$100,000 and less than equal to \$200,000 (3.5 pts.)
  - Awarded or continued activities on an external grant totaling more than \$50,000 and less than equal to \$100,000 (2.5 pts.)
  - Awarded an external grant totaling less than equal to \$50,000 (2.0 pts.)
  - Awarded an internal grant totaling more than \$1,000 (1.5 pts.)
- Grant Proposal Submissions<sup>3</sup>
  - An external grant proposal submission (2.0 pts.)
  - An internal grant proposal, totaling more than \$1,000, submission (1.0 pts.)
- Publications
  - Peer-reviewed conference/journal/book publication (2.0 pts.)
  - (Extended) abstract publication/presentation (1.0 pts.)
  - Peer-reviewed conference/journal/book manuscript submission (1.0 pts.)
- Research Tool Development (Including Software)
  - Development of a new tool (1.0 pts.)
  - Enhancement/maintenance of an existing tool (0.5 pts.)

<sup>3</sup>The highest number of points that can be earned for performance indicators in grant submission is 4.0 pts.

Evaluation Rating Category	<b>SCHOLARLY/CREATIVE ACTIVITY</b> Expected levels of accomplishment on scholarly/creative activity performance indicators	Possible Merit Score for Scholarly/Creative Activity
Exceeds expectations for merit	<ul style="list-style-type: none"> <li>Grant related performance indicators totaling 4.0 pts. or higher. For example, an external grant (total greater than \$200,000) award, an external grant proposal</li> </ul>	5.00 – 7.00

	<p>submission and an external grant (total greater than \$50,000) award, etc.</p> <ul style="list-style-type: none"> <li>• Publication or tool development related performance indicators totaling 1.0 pts. or higher. For example, a peer-reviewed publication, a peer reviewed manuscript submission, development of a new tool, etc.</li> </ul>	
Meets expectations for merit	<ul style="list-style-type: none"> <li>• Performance indicators totaling 3.0 pts. or higher. For example, an external grant (total less than equal to \$50,000) award and an extended abstract presentation, an external grant proposal submission and a peer-reviewed manuscript submission, a peer-reviewed publication and a peer-reviewed manuscript submission, etc.</li> </ul>	3.00 – 4.99
Fails to meet expectations for merit	<ul style="list-style-type: none"> <li>• Performance indicators totaling less than 3.0. For example, a peer-review manuscript submission, an external grant proposal submission, etc.</li> </ul>	1.00 – 2.99
Unacceptable	<ul style="list-style-type: none"> <li>• No record of scholarly/creative activity or performance indicators totaling less than 1.0.</li> </ul>	0.00 – 0.99

## **EVALUATION OF SERVICE**

The illustrative performance indicators listed below are considered when evaluating faculty's service for merit.

### **Performance Indicators on Service**

- Department Level Service Roles
  - Undergraduate/Graduate coordinator (3.0 pts.)
  - Continuous improvement committee chair (3.0 pts.)
  - Faculty search committee chair (3.0 pts.)
  - Faculty mentor chair (2.5 pts.)
  - Internship coordinator (2.5 pts.)
  - Faculty mentor (2.0 pts.)
  - Undergraduate/Graduate committee member (2.0 pts.)
  - CIC member (2.0 pts.)
  - Executive committee member (2.0 pts.)
  - Faculty search committee member (2.0 pts.)
  - ACM/ACM-W student organization advisor (1.5 pts.)
  - Capstone project coordinator (1.5 pts.)
  - Summer program coordinator (1.5 pts.)
  - Youth program coordinator (1.0 pts.)

- Participation in Preview Day, President’s Day, Spotlight Day, STEM Day (0.25 pts.)
- College Level Service Roles
  - A&S Curriculum, Teaching, & Learning Committee (CTLC) chair (2.5 pts.)
  - A&S Promotion and Tenure Committee (PTRC) chair (2.5 pts.)
  - A&S Council chair (2.5 pts.)
  - A&S CTLC CS representative (1.5 pts.)
  - A&S PTRC CS representative (1.5 pts.)
  - A&S Council member (1.5 pts.)
  - A&S Advisory Committee on Inclusive Faculty Excellence member (1.5 pts.)
  - A&S college-level program development committee member (1.0 pts.)
  - A&S Distinguished Teaching Award committee member (0.5 pts.)
- University Level Service Roles
  - Faculty senate chair (3.0 pts.)
  - Faculty senate sub-committee chair (2.5 pts.)
  - Faculty senate CS representative (1.5 pts.)
  - University-level program development committee (1.0 pts.)
  - Participation in Science Olympiad (1.0 pts.)
  - University-level Review committee member (1.0 pts.)
  - Undergraduate Council (1.0 pts.)
  - Graduate Council (1.0 pts.)
  - CCP Representative (0.25 pts.)
- Professional Service Roles<sup>4</sup>
  - Journal editor (1.5 pts.)
  - Conference chair (1.5 pts.)
  - Accreditation reviewer (0.75 pts.)
  - Conference TPC member/session chair (0.5 pts.)
  - External grant reviewer (0.5 pts.)
  - Conference/Journal paper reviewer (0.25 pts.)
  - Community Service (0.25 pts.)

<sup>4</sup>The highest number of points that can be earned for performance indicators in professional service roles is 2.5 pts.

Evaluation Rating Category	<b>Service</b> Expected levels of accomplishment on service performance indicators	Possible Merit Score for Service
Exceeds expectations for merit	<ul style="list-style-type: none"><li>● Department level service roles’ performance indicators totaling 3.0 pts. or higher. For example, undergraduate/graduate coordinator, faculty search committee chair, undergraduate/graduate committee member and youth program coordinator, internship coordinator and capstone project coordinator, etc.</li></ul>	5.00 – 7.00

	<ul style="list-style-type: none"> <li>College/University level and/or Professional service roles' performance indicators totaling 2.0 pts. or higher. For example, CTLC CS representative and 2 conference/journal paper reviews, PTRC CS representative and external grant review, A&amp;S Council member and accreditation review, Faculty Senator and A&amp;S Distinguished Teaching Award committee member, etc.</li> </ul>	
Meets expectations for merit	<ul style="list-style-type: none"> <li>Department/College/University level and/or Professional service roles' performance indicators totaling 3.0 pts. or higher. For example, undergraduate/graduate coordinator, faculty search committee chair, undergraduate/graduate committee member and youth program coordinator, internship coordinator and capstone project coordinator, executive committee member and college-level program development committee member, ACM/ACM-W student organization advisor and A&amp;S Advisory Committee on Inclusive Faculty Excellence member, etc.</li> </ul>	3.00 – 4.99
Fails to meet expectations for merit	<ul style="list-style-type: none"> <li>Performance indicators totaling less than 3.0.</li> </ul>	1.00 – 2.99
Unacceptable	<ul style="list-style-type: none"> <li>No record of service activities or performance indicators totaling less than 1.0.</li> </ul>	0.00 – 0.99

### 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 Computer Science Department's Executive Committee (EC), excluding the CS chair, serves as the department Merit Committee. The process for electing this committee is described in the department handbook.

Members of the committee recuse themselves from self-evaluation, and evaluation of any EC member is done by the other EC members.

### Elements of the Merit Dossier

Each faculty will enter information and submit appropriate documentation of achievement in the areas of teaching, scholarly/creative activity (if applicable), and service, via the system for electronic review. Submitted documentation will include the department's Merit Review Worksheet form. Student evaluation data will be uploaded by the Chair or designee.

### Calculation of Overall Merit Score

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

### **Option for Determining Overall Merit Score Recommendations**

The individual component merit scores for teaching effectiveness, scholarly/creative activity, and service are combined to arrive at an overall merit score. Allocation of effort is taken into account when determining overall merit score.

### **Weighted Allocation of Effort Algorithm**

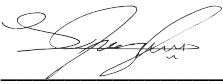
Once the merit committee has reached consensus on component merit scores on each performance area (Teaching Effectiveness, Scholarly/Creative Activity, and Service), the overall merit score is computed using a simple algorithm taking into account the weighted allocation of effort for each performance area:

- Overall Merit Score (round to one decimal place) =  
[Teaching Effectiveness Merit Score \* Allocation of Effort] +  
[Scholarly/Creative Activity Merit Score\* Allocation of Effort] +  
[Service Merit Score\* Allocation of Effort]


<b>Overall Merit Score</b>	<b>Interpretation</b>
0.0 - 0.9	Performance is unacceptable; Not eligible for merit
1.0 - 2.9	Fails to meet basic expectations for merit; Recommendation for no merit
3.0 - 4.9	Meets basic expectations for merit; Eligible for merit
5.0 - 7.0	Exceeds expectations for merit; Eligible for merit

Approved by the Department of Computer Science on October 16, 2024.

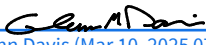


Approved:   
Jong Kwan "Jake" Lee, Chair  
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Date 03/07/2025

Approved:   
Ellen Schendel, Dean  
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Date 03/07/2025

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Glenn Davis, Interim Provost/Senior VP

Date 03/10/2025










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Final Audit Report

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