

DEPARTMENT OF SOCIOLOGY POLICY AND PROCEDURES ON ANNUAL MERIT REVIEWS FOR PTK FACULTY

(As approved by a vote of the PTK Faculty on March 17, 2022)

This policy and procedures on annual merit reviews for PTK Faculty in the Department of Sociology are developed according to University requirements and guidelines. A copy of this policy and procedures will be made available to every PTK Faculty member upon hire.

General Policy

In keeping with University policies, the Chair of the department, with the approval of the Dean, has the authority and responsibility to determine merit increases for PTK Faculty. It is, however, the responsibility of the Chair to follow the procedures developed in this document and approved by a majority vote of the PTK Faculty. These procedures call for participation by a PTK Faculty Merit Review Committee in evaluation of PTK Faculty performance, and for distribution of available merit pool monies according to agreed-upon proportions for specified dimensions of professional activity. All PTK Faculty with a total FTE of 50% or greater are eligible for merit pay in the department, though any merit award may be proportional to the department's contribution to the faculty member's overall salary or % FTE in the department. The department's review will not consider the PTK Faculty member's role and performance in the other unit.

Each year, the Chair will announce to the department any available funds for PTK Faculty merit increases, and will regularly evaluate the salary structure of the department and work with the Dean to address salary compression or salary inequities. Merit monies are distinct from COLA, and promotion increases and are based on the faculty member's performance. Of any merit pool available to PTK Faculty in a given year, 20% is available for the Chair to assign as they see fit to account for special circumstances or equity issues not addressed by the regular committee procedures, including recognizing past performance in a year with little or no merit money. The Chair may also use some of this 20% amount to build up salaries attached to vacant lines. The remaining 80% of the merit pool will be distributed according to the evaluation ratings assigned by the PTK Faculty Merit Review Committee.

Composition and Role of the PTK Faculty Merit Review Committee

The PTK Faculty Merit Review Committee will consist of one outgoing T/TT Faculty member of the departmental Policy Committee identified by the Chair, plus two members elected by and from the PTK Faculty. The department's Associate Chair will serve as a non-voting ex-officio member and coordinate the committee's work. The Chair will work to encourage reasonable representation of PTK Faculty diversity, and will regularly evaluate the makeup of the PTK Faculty Merit Review Committee over the previous five years, proposing adjustments to the committee's membership as necessary. The PTK Faculty Merit Review Committee will meet and conduct merit reviews annually, regardless of whether merit monies are available in a given year.

Merit Review Process

Each spring semester, the PTK Faculty Merit Review Committee will establish and publicize a timeline for the merit review process, including instructions on how and to whom materials will be submitted. The primary source material for the evaluations will be an annual faculty activity report, an updated vitae, and copies of publications and other relevant research,

service, and teaching materials, as appropriate. For PTK Faculty engaged primarily in research and/or administration, the committee will request information about the faculty member's performance from that individual's supervisor, which will form the basis of the committee's assessment.

The PTK Faculty Merit Review Committee will determine the merit points for individual faculty within the broad dimensions of research, within-University service, outside-University service, and teaching. Given that PTK Faculty play different roles in the department, the assessed dimensions of research, within-University service, outside-University-service, and teaching will be weighted for each individual according to their primary job responsibilities as established in their contract (for example, for some PTK Faculty involved in teaching, this latter component may account for up to 75% of their assessment, service for 20%, and research for 5%; the distribution might be substantially different for PTK Faculty hired for research and/or service projects). The PTK Faculty Merit Review Committee will determine appropriate weights for each PTK Faculty by drawing on the relevant job description. Ratings on the four dimensions will be done on a scale from 0 to 10, according to the Evaluation Guidelines for Rating Performance below. The PTK Faculty Review Committee will report its reviews and ratings of each PTK Faculty member to the Chair. The committee will also certify that it has followed this policy and procedures, or else indicate how it has deviated from them and provide a rationale.

Based on the committee's report, the Chair will make a final determination on merit money allocations when merit is available, which will be distributed in dollar amounts per points received, rather than as a percentage of current salary. Since merit pools vary from year to year, average points received over the most recent three years of evaluation will constitute the basis for determining merit increases in any one year. There will be no penalty for periods during the preceding three years when a PTK Faculty member was not employed by the University. While 80% of the merit pool is to be allocated according to the mean ratings of the PTK Faculty Merit Review Committee and 20% can be allocated by the Chair directly, the Chair will report to the committee their final salary determinations. The Chair will also communicate the final determination of each PTK Faculty member's merit allocation, as well as a summary of the PTK Faculty Merit Review Committee's review, to each faculty member in writing. The letter will inform the faculty member that they may request a meeting with the Chair to receive an explanation of the merit pay determination.

Appeals Process

If a PTK Faculty member, after consulting with the Chair, remains aggrieved at the merit determination, they can appeal in writing to the Policy Committee within two weeks of the receipt of the Chair's letter. The Policy Committee can either confirm their previous judgment or raise the number of points awarded in any dimension.

Evaluation Guidelines for Rating Performance

Each member of the PTK Faculty Merit Review Committee is expected to independently arrive at a preliminary rating for each faculty on the four dimensions in which merit is allocated. Each member may be assigned special responsibility for an in-depth review of a portion of the faculty being reviewed. When the committee meets to conduct its reviews, each faculty member will be discussed individually, and final ratings and a mean rating will be recorded.

Each member of the committee should use their professional judgment in assessing the value of various contributions, the most common of which are listed below. Members are encouraged to utilize the full range of points (from 0 to 10) in evaluating each dimension.

1. In the evaluation and rating of **teaching performance**, the following facets of teaching are suggested for consideration if present: overall quality of teaching); extent of writing essay exams, term papers) required in classes; innovations in teaching methods or courses); unusually high numbers of students or courses; advisory work on thesis or dissertation committees; and mentoring activity for either undergraduate or graduate students.
2. In the evaluation and rating of **research performance**, the following activities are suggested for consideration if present: books; refereed articles; book chapters; reviews; and reports; grants and grant proposals. The prestige and quality of the publication outlet can be taken into account, as well as the quality of the work itself. Textbooks (unless they represent innovative integration of a specialty area in the discipline) should not be counted as much as substantive monographs.
3. In the evaluation and rating of "**within**" **service performance**, the following activities are suggested for consideration if present: minor or routine department, campus, or University committee work; major or extraordinary department, campus, or University committee work; and program, department, campus, or University administrative positions.
4. In the evaluation and rating of "**outside**" **service performance**, the following activities are suggested for consideration if present: committee work for local, regional, or national professional associations; elected positions in local, regional, or national professional associations; editorships; review work for journals or grant agencies; and speeches or consulting for local or national agencies.

Evaluation and Modification of this Policy and Procedures

Periodically, or when requested by the PTK Faculty, the PTK Faculty Merit Review Committee will review its procedures and make recommendations to the Policy Committee for any needed modifications. For the modifications to be accepted, they must first be approved by a majority vote of the PTK Faculty in a secret ballot and then reviewed and approved by the office of the Dean of Behavioral and Social Sciences.