

## Appendix B: Merit Scheme

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### I. Overall

#### A. Committees

Committees shall evaluate materials submitted by each faculty member in accordance with the scheme outlined below and forward a recommended merit score to the chair, who will then produce a recommended score on the basis of the committee's work. The chair shall then communicate the recommended score to the faculty member, who shall be allowed an opportunity to respond before the chair's merit recommendation is forwarded to the dean.

Committees for the members of each section shall consist of their own section head and one other section head. These committees shall be arranged by the chair so that the same two section heads do not work together on more than one section.

Section heads shall be evaluated by an experienced member of their own section together with the head of another section. The chair shall pick the member of the section to serve on the section head's committee, rotating this responsibility among different members of the section over different years.

#### B. Multipliers

Each tenured or tenure track faculty member shall receive from zero to six points in research, service, and teaching, no multipliers being employed to rank those areas of merit. Term faculty shall be scored only in teaching and service, receiving from zero to six points in these areas as do tenured and tenure track faculty.

No more than six points shall be awarded to any faculty member in a given year for any of the three categories. Thus even should a faculty member earn more than six points, his or her score for that category shall be rounded down to six. Extra points lost to rounding shall normally not be rolled over to another year. (See sections II.C and III.I for the exceptions to this rule.)

#### C. Conversion from term to tenured/tenure track

Term faculty shall normally be awarded points as tenure track faculty, but in teaching and service only. Scores of term faculty will then be multiplied by 1.5 to put them on the same 0-18 point scale as tenure track faculty.

A term faculty member who does substantial research may, if he or she so chooses, be evaluated using the scheme for tenure track/tenured faculty rather than that for term faculty. In such cases the term faculty member's merit score shall not be multiplied by 1.5.

#### **D. First year faculty**

First-year faculty members may count research accepted during the part of the relevant calendar year they were not employed at SIUC.

#### **E. Discretion**

The relevant committees and the chair may make use of discretion to modify scores determined under the merit scheme. The absence of an item from the lists of qualifying items below does not require its exclusion from consideration. Other items may be awarded points, or partial points, in keeping with the general pattern outlined in this scheme.

#### **F. Points for dollars**

Consonant with the department's operating paper, merit dollars will be awarded solely on the basis of the final merit scores. Thus faculty members with the same merit score shall, regardless of their salary or rank, receive the same dollar amount in merit increases.

#### **G. Averaging**

Once this plan has been employed twice without major revision, faculty members shall receive an overall merit score equal to their average score for the three year period ending with the year for which they are being evaluated, or the number of those years they have been employed by the department, whichever is greater.

Thus if this plan is employed for 2000 and 2001 without major revision averaging will commence at the end of 2002; faculty employed for 2000, 2001, and 2002 would then receive their average merit score for those three years.

Given the change in the ratio used to calibrate term faculty with tenured/tenure-track faculty after the calculation of year 2000 merit scores, if 2000 scores are averaged, raw scores of term faculty (i.e., scores before any ratio is applied) shall be averaged and the fixed ratio of 1.C. then be applied to the average to produce the final score.

## **H. Transition to this plan**

The general rule that research work only receives merit credit once, upon acceptance for publication in most cases (II.A. below), shall be waived for work which earned a faculty member merit credit for a year before 2000. Thus if a given research project was awarded credit for a year prior to 2000, this shall not prevent it from earning merit under the new scheme, if the project otherwise meets the criteria for merit outlined below.

## **II. Research**

### **A. Qualifying work**

Only research work which has received official final acceptance for publication or public presentation, or grants officially awarded will receive credit for merit pay. Thus work in progress and work submitted shall receive no merit credit until they are officially accepted for publication or presentation. With the exception of certain forms of books as outlined under item C. below and the exception for prior work made in I.H. above, no research item shall receive merit credit in more than one year. Therefore, after points have been awarded for official acceptance in a given year, points are not to be awarded again for subsequent publication of the same journal article or book chapter.

### **B. Materials to be submitted**

- A list of research work accepted or presented and grants received in the current year.
- Copies of letters or email giving official word of the acceptance of a research item or award of a grant.
- Copies of all books, article manuscripts, conference abstracts or other items for which merit credit is claimed.
- Any other material the faculty member considers helpful, or other materials in response to reasonable requests by the evaluating committee.

### **C. Point scheme for books**

Books authored or edited by faculty members shall receive from 4-16 points. Books will normally be ranked in the following order, although other qualities may also be taken into consideration.

- Books authored by a faculty member and consisting of substantial original research.
- Books authored by the faculty member but without substantial original research.
- Books edited by a faculty member and consisting primarily of the work of other scholars.

Any book awarded more than 8 points shall receive the remainder in a subsequent year, lest an overkill of points in the first year go for naught. Award of the additional points may be made conditional on the appearance of a review of the book in a peer-reviewed journal.

A book contract in itself does not suffice for merit points: the completed manuscript must have been submitted and accepted by the publisher in order for points to be received.

### **D. Point scheme for research items other than books 8 points**

8 Points.

A major external research grant.

A major (national or international) research award.

4 points

A peer-reviewed article accepted for publication in a peer-reviewed journal.

Items not subject to individual peer review (book reviews and some notes, for example) but published in peer-reviewed journals will receive fewer points, as noted below.

A chapter accepted for publication in a peer-reviewed book. A modest research award.

3 points

A modest outside research grant. A major internal research grant.

2 points

Chapter in a book not subject to peer review.

A conference paper or other scholarly presentation off-campus. Translation, edition, etc., of less than book length

1 point

A book review or non peer-reviewed note appearing in a peer-reviewed journal. A modest (summer, semester) internal research grant.

**E. Conversion table for research**

Raw points	Points on 6 point scale
0	0
1	1
2	2
3	3
4	3.5
5	4
6	4.2
7	4.4
8	4.6
9	4.8
10	5
11	5.2
12	5.4
13	5.6
14	5.8
15+	6

### **III. Teaching**

#### **A. Materials to be submitted**

- Student evaluations for all regular courses (i.e., classes which are part of one's regular load, including regularly scheduled classes that are taught under 700 numbers, but not including independent study and summer school classes) for which merit credit is sought. If evaluations are not turned in, the faculty member shall receive no points for the class, which will diminish the impact of positive scores in other classes (see item E below). For the possibility of earning merit credit for summer school see section G below; for independent study courses, see section H.
- Evidence to illustrate and brief summaries to characterize teaching support work (see item H below).
- Any other material the faculty member considers helpful, or other materials in response to reasonable requests by the evaluating committee.

#### **B. Administration of student evaluations**

Only official Departmental Questionnaires administered in accordance with the procedure in the Course Evaluations appendix to the departmental operating paper shall be counted toward merit.

#### **C. Class classifications**

Classes shall be divided into three groups, based on the number of students enrolled at the end of the semester.

- Five students or fewer
- 6-35 students
- 36 or more students

### D. Raw point scheme for student evaluations

Each instructor shall receive 0-6 raw points for each class taught. Evaluation scores are to be rounded to the nearest tenth of a point.

Evaluation Score	A (5 or less)	B (6-35)	C (36+)
Less than 3.9	0	0	0
3.9	0	0	1
4.0	0	0	1
4.1	0	1	2
4.2	0	1	2
4.3	0	2	3
4.4	0	2	4
4.5	1	3	4
4.6	2	4	5
4.7	3	4	6
4.8	4	5	6
4.9	5	6	6
5.0	6	6	6



## **E. Conversion to six point scale**

The sum total for all classes taught will be divided by the number of classes taught by the faculty member in the given year to determine a figure on the six point scale for teaching evaluations.

In the event a faculty member fails to turn in evaluations for a class, that class shall still be counted as one of the classes taught (and receive 0 raw points).

When a class is taught in conjunction with another faculty member, the course will be proportioned accordingly, so that 50% responsibility for a course means that the raw points awarded are halved and the course counted at one-half when determining the average score.

## **F. Faculty teaching reduced loads without re-assignment**

Faculty teaching reduced teaching loads when such reduction is not mandated by reassignment to other duties must explain why they did so. As the failure of classes to "make" is often not the responsibility of the instructor assigned to the course, occasional reduced loads shall not be held against a faculty member.

But faculty who, over a number of years, repeatedly do not teach a full load and are not reassigned to other duties shall be required to show that the failure of their courses to make is not due to any fault of their own. Should the chair, after consultation with the relevant merit committee, decide that the individual faculty member is responsible for students not signing up for or dropping the course he or she was originally assigned to teach, that course shall be counted as a course taught, with a score of 0, in determining merit pay for teaching.

## **G. Summer teaching**

Summer courses are taught on a separate contract and do not regularly count toward merit. But faculty members may substitute evaluations from one summer course in a given year for a course taught during the regular academic year.

## **H. Additional points for teaching**

In addition to points awarded for student evaluations, faculty members may receive up to two points (on the six point scale) for teaching support and other activities directly tied to teaching.

Chairing thesis or research paper committees: up to one point. Faculty shall receive one-half point for chairing one committee, one full point for chairing two or more. Faculty shall receive merit credit only once for a given committee, normally when the thesis or research paper is completed. Chairing multiple committees will be required to get the full point. Faculty shall not routinely receive credit for merely sitting on committees they do not chair but may, if they document substantial work in this capacity, receive merit credit at the discretion of their merit committee and the chair. See section I.E.

Independent study or overload teaching: up to one point. Any course, whether it be a regularly scheduled course or an independent study course, shall, if it is taught in addition to one's normal load and meets once a week for an hour (or the equivalent), normally earn the faculty member teaching it one-half point. Two or more such courses shall normally receive one point.

Major course development: up to one point. Faculty who develop a new department or core course; revamp a moribund course already on the books but not taught; or offer existing courses in a new medium (as online), may receive up to one point for such work.

Teaching grants: up to one point. Modest (one semester or summer) teaching grants will normally receive one-half point, major (full-year) one point.

A positive peer review: one half point. A faculty member who has an SIUC colleague, either in the DFLL (but excluding the Chair and Section Heads) or in another academic department, submit a positive peer review shall receive one half of a point. The same colleague cannot turn in a peer review of the same faculty member for merit purposes more than once every five years. Only one review can be submitted each year for merit credit.

## **I. Teaching awards**

Faculty who receive a major teaching award (campus wide or national) shall receive four points on the six point scale; less major awards (CoLA et al) two points. Points for such awards may be rolled over to subsequent years if the faculty member has already received a maximum of 6 points in the relevant year.

## **J. Student complaints**

Faculty who are the subject of credible student complaints over more than one year, may, should they fail to address the behavior causing such complaints, be docked merit points for teaching.

## **IV. Service**

### **A. Qualifying work**

Points for service shall normally be awarded only for sustained effort on the part of the faculty member, not for routine attendance of departmental committees and the like. Normally individual instances of minor service work (membership of a committee, attending a recruitment event, presiding over a panel at conferences, etc.) will not in themselves earn points, but multiple instances of such work may do so.

While routine attendance at departmental committee meetings will not normally earn service points, faculty who fail to regularly attend meetings and take part in the work of the departmental committees to which they are assigned may be docked points.

### **B. Materials to be submitted**

- A lists of service duties.
- Brief summary of the work done in each capacity, including matters such as how often the committee met, how many times the faculty member attended an Open House, language table, etc., and how much work was done outside of such face time.
- Evidence to support claims of extensive work when it is service to the university or field which is not already known to the chair and section heads.

### **C. Point scheme**

Faculty may receive up to 8 raw points in each of the following general areas: departmental service; college/university service; service to the field. Programmatic grant merit is not included within these totals: see section D below. Items qualifying for service credit include, but are not limited to, the following.

**Departmental service (up to 8 raw points)**

1-4 points

Chair, FL day Graduate advisor

Section Head/program director TA supervision

Undergraduate advisor

1-2 points

Chair, Dept. committee

Computer repair

Co-organizer, FL day

FLIT advisor

Foreign language club advisor

Language table organizer

Language honor society advisor

Program development (revamping Major or creating new one)

Recruitment/retention work

Participation in teaching FL301i in an academic year when not covered by a FLIT grant

**College/university service (up to 8 raw points)**

1-4 points

Leadership role in a university or college committee, or for the Faculty Association

1-2 points

Faculty Association representative

University 101 teaching

University/college committee

## Service to the field (up to 8 raw points)

1-4 points

Leadership role in a professional organization or for a professional journal

1-2 points

Committee member for a professional organization Organizing professional conferences

Reader or member of the editorial board for a professional journal or a publisher

## D. Programmatic grants

A faculty member who receives a programmatic grant shall receive 8 raw points for a major grant and 4 raw points for a minor one.

Faculty responsible for managing such grants shall receive 1-4 points for a major grant, 1-2 for a minor one, in years subsequent to the original receipt of the grant.

## E. Service Conversion

Raw points	Score on 6 point scale
1-2	1
3-4	2
5-6	3
7-9	4
10-11	5
12+	6