

## **Department of East Asian Languages and Cultures SALARY POLICY**

EALC has a two-person salary committee, elected by the FTE faculty to rotating two-year terms. The committee is charged with evaluating the achievements of their colleagues in the previous calendar year, and characterizing overall merit as reflected in three-year window of achievement. The chair participates as a third member of the committee.

The members of the salary committee individually characterize the merit of each faculty member during the previous year on a 4-point scale: 4 = outstanding year; 3 = above average year; 2 = average year; 1 = not especially productive year. The number shall be averaged with the numbers recorded for the previous two years. They then meet, together with the chair, to discuss their rankings and attempt to reach a consensus. If no consensus emerges, the average of the two rankings becomes the basis for salary determination. The merit of an elected member of the committee is judged by the other member and the chair, meeting in that person's absence. The rankings by individual committee members remain confidential.

Each year, 100% of the pool for salary raises allocated to the department is assigned according to meritorious work in the previous calendar year, including documented work in progress. The amount of the raises is fixed by the chair, following the salary committee's rankings. It is calculated partly by percentage, partly by fixed-dollar amounts (the proportions may vary according to the department's annual allocation).

Departmental merit reviews evaluate productivity and performance in research, teaching, and service. Weighting in these areas is different for those with tenure and those without tenure, and for those whose appointment responsibilities are primarily research-based and teaching based. For colleagues with tenure, the proportional weight given to research, teaching, and service is 5:2:2; for tenure-track junior colleagues, the proportional weight is 5:3:1. For faculty appointed in tenure-track lines with primary responsibilities in language teaching, the proportions for tenured and junior colleagues shall be 2:5:2 and 3:5:1, respectively. For colleagues appointed as lecturers, without research expectations, the proportional weight of teaching and service shall be 3:1. The salary committee will recognize exceptionally meritorious accomplishments in any category.

The following lists represent a guide to the kinds of activities that fall under the categories of research, teaching, and service. Each list also offers a general guide to the significance of achievements in each area, with the more significant achievements heading the list.

### Research:

Publications of original research (credit is equally assigned for acceptance and publication; submissions will be recognized for junior faculty in their first three years in rank; initial responses from publishers should be reported): monographs from university presses or other selective presses, articles in refereed journals, including scholarly translations

Monographs in commercial presses, textbooks, introductory works or surveys

Editorship of collective volumes

Articles and chapters in edited collective volumes involving refereed publication

Major outside research grants  
Papers in non-refereed conference proceedings  
Articles in non-refereed journals; conference papers, invited papers and lectures  
Substantive participation in scholarly conferences

Teaching:

Published textbooks or articles about pedagogy  
Development of new courses, substantial course revision, and other teaching innovations;  
teaching 100-level or other “service” courses; AI training  
Teaching awards or major outside grants  
Papers presented at conferences or on panels devoted to pedagogy issues  
Directing theses and dissertations; serving on thesis committees  
Student course evaluations; course enrollments

Service (to be weighted according to scale and quality of effort):

Professional service: book reviews, reviewing manuscripts for scholarly journals or presses,  
serving as external referees for P&T at other institutions; editing journals or  
volumes; organizing conferences, serving on national committees; writing for the  
public press  
Institutional service: committee work or administrative positions in the department, college,  
or university

Some other considerations: We do not address equity considerations based on rank and time of  
service in regular salary decisions. For people on research leave, research is weighted more heavily  
than for faculty teaching normal loads.

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