

## Procedures and Guidelines:

### Merit Review Guidelines:

1. The merit review criteria and point ranges are specified on the attached pages (document entitled “Merit Review Guidelines, last updated in May 2008).
2. The materials to be submitted to the chair (one copy) and review committee (three copies) are:
  - \* the annual Faculty Summary Report (which contains most of the important information on your scholarship, teaching, and service)
  - \* a current CV
  - \* student evaluation summary sheets for courses taught the year under review
  - \* course syllabi and other materials from these courses that you would like considered
  - \* copies of publications (in print and forthcoming), presentations, and evidence or explanation of work in progress [for books and entire edited volumes/journal issues you only need to submit one copy to the committee and one copy to the chair; for creative projects, submit copies where possible—as with videos—or submit other evidence of, or explanation about, this creative work]
  - \* any additional material or statements that provide evidence of traditional or non-traditional (academic and non-academic) scholarly, teaching, or service work that is not included on the Faculty Summary Report
3. The committee will contact department staff to obtain copies of individual student evaluations for each course you taught in the department during the calendar year. If you have taught cross- or joint-listed courses, or taught for another program (i.e. courses “bought-out” from the department), please contact these departments or programs and have them forward your student evaluations to this department. Summer school courses and courses taught in continuing education are not included in the review process.
4. With regard to your scholarly work, please provide evidence of the quality and value of this scholarship by indicating the following on the Faculty Summary Report, if possible, or on a separate sheet:
  - a. whether published or forthcoming material was peer-reviewed/refereed
  - b. length of journal articles and essays/chapters in anthologies
  - c. the status of the press or journal (for the latter, include percentage acceptance rates where available),
  - d. reviews of the work (if any)

e. any other indicators of quality or value not included above (citations, use in courses, etc.)

5. We encourage the submission of evidence of all forms of intellectual and artistic work: discovery, integration, pedagogy, engagement. This can include work in popular print formats (magazines, newspapers, etc.), work online (websites, blogs, etc.), interviews, creative work, etc. Please provide enough information to the committee to assist them in understanding the value and quality of these nontraditional forms of scholarship.

**Merit Review Process: This procedure represents a slight change from our current policy and needs to be discussed and approved at our first meeting**

1. Faculty member submits one copy of their merit review materials to the chair and three copies of this material to the peer merit review committee
2. Committee evaluates the merit review files using the items and point range on the “Merit Review Criteria” list
3. Committee ranks faculty and allocates merit raises
4. Committee presents their suggested merit raises to the Chair
5. Chair reviews faculty files, and considers any changes or adjustments to the committee’s recommendations, including making allocations that are not within the charge of the committee, such as those for equity and cost of living (note: suggested merit raises for members of the peer review committee will be decided by the chair during this part of the process); Chair presents her/his merit raise suggestions to the peer review committee
6. Chair and committee meet to discuss the Chair’s suggested changes and adjustments; Chair and committee come up with revised list of merit raise allotments
7. Chair makes merit raises known to each faculty member individually, then to the tenured and tenure-track department faculty as a whole
8. Individual faculty can appeal merit review decisions by a letter or memo to the Chair and the peer review committee
9. The Chair and the committee will meet to evaluate any appeals.
10. Chair forwards final recommendations for merit raises to the Dean