

This policy and procedures on annual **merit reviews for PTK Faculty in the Department of Government and Politics (GVPT)** are developed according to University requirements and guidelines. Upon hire, a copy of this policy and procedures will be available to every PTK Faculty member.

### **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. However, it is the Chair's responsibility to follow the procedures developed in this document and approved by a majority vote of the PTK Faculty.

These procedures call for a PTK Faculty Merit Review process in evaluating PTK Faculty performance and distributing 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. However, any merit award may be proportional to the department's contribution to the faculty member's overall salary or % FTE. In these cases, the department's review will not consider the PTK Faculty member's role and performance in another unit.

Each year, the Chair will announce to the department any available funds for PTK Faculty merit increases, regularly evaluate the department's salary structure, and work with the Dean to address salary compression or salary inequities.

Merit monies are distinct from COLA, and promotion increases 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 procedures, including retroactively recognizing past performance during years which had little or no merit money to award.

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 during the PTK Faculty Merit Review process.

### **Performance Evaluation and Merit Review Guidelines and Procedures**

Annual PTK performance evaluations will be conducted by the department's Associate PTK Chair and another PTK/TTK faculty member to be identified by the Chair. (The second faculty member should be related to the PTK faculty member's primary areas of responsibility, e.g., Director of Undergraduate Studies for instructional faculty, or the Chair for program directors.) The performance evaluation will include a conversation with the PTK faculty member being evaluated on predetermined performance metrics and will also serve as an opportunity to set goals and expectations for the following year so that evaluation criteria are documented and communicated for the upcoming cycle. For new PTK hires or for PTK faculty whose responsibilities have changed significantly since their last performance review, a meeting with the Associate PTK Chair and the faculty member selected by the Chair should be held at the

beginning of the academic year (or at the time that new responsibilities are taken on) to establish these performance metrics.

Performance reviews, including merit evaluation, will be conducted annually, regardless of whether merit monies are available in a given year. The Associate PTK Chair, in consultation with the Department Chair, will establish and publicize a timeline for the merit review process, including instructions on submitting materials.

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 to be included in the assessment. The faculty member assigned by the Chair (or Chair, in select cases) will be primarily responsible for determining the merit points for individual PTK faculty within the broad dimensions of research, within-University service (including administrative, mentoring, and leadership roles), outside-University service, and teaching. The Associate PTK Chair's primary responsibilities are to communicate with PTK Faculty about the evaluation process and timeline; ensure consistency in evaluation; offer additional guidance on establishing appropriate performance metrics, mentorship and training opportunities; and communicate concerns related to PTK faculty evaluation to the Executive Committee.

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).

According to the Evaluation Guidelines for Rating Performance, ratings on the assessed dimensions will be done on a scale from 0 to 3, with 0 representing no merit; 1 indicating that improvement is needed; 2 indicating merit and 3 representing exceptional merit. The Associate PTK Chair will report the reviews and ratings of each PTK Faculty member to the Chair, and will also certify that the process has followed this policy and procedures or indicate how it has deviated from them and provide a rationale. Based on the report, the Chair will decide on merit money allocations when merit is available. 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.

The Chair will communicate the final decision of each PTK Faculty member's merit allocation to each faculty member in writing. The letter will also inform the faculty member that they may request a meeting with the Chair to receive further explanation of the merit pay determination.

## **Appeals Process**

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