MEMORANDUM

TO: Elizabeth J. Stroble
Sr. Vice President, Provost and C.O.O.

FROM: James M. Lynn, Interim Dean
College of Fine and Applied Arts

RE: Merit Guidelines

The attached merit guidelines and criteria have been approved by the faculty of the School of Communication on March 6, 2007. I have approved all attached guidelines and criteria.

Date: March 14, 2007

Caroly J. Anderson 3-14-07
Department Chair or Faculty Representative

Date

Joan M. Linn 3-14-07
Dean

Date

Pete D. Rees 3/26/07
Senior Vice President, Provost, and Chief Operating Officer

Date
School of Communication
Merit Policy

Merit Categories:
- Teaching
- Research/Scholarly Activities/Creative Activities/Professional Application of Knowledge
- Service

Merit Review Procedure:

The School of Communication’s Director will conduct the merit review procedure in a private meeting with each faculty member. Discussion should include ratio setting for the current year and following year. Each faculty member in the School of Communication can elect to be evaluated in the first year, 2006, using a rolling three year average (2004, 2005, and 2006) or select the annual evaluation. The 2007 and each subsequent year’s merit evaluation will be conducted annually.

If a faculty member disagrees with the School Director’s evaluation, the faculty member would appeal to the Dean of the College, as described in the collective bargaining contract.

Weighting: To be approved by the School Director in consultation with the full-time bargaining faculty member. The following weights must add to 100%.
- Teaching = 40% (+/- 10%)
- Research/Scholarly Activities/Creative Activities/Professional Application Knowledge = 40% (+/- 10%)
- Service = 20% (+/- 10%)
- College Lecturers: 100% teaching

Note: Faculty on Professional Development Leave (PDL) during the year will have their evaluation reflect the nature of the approved leave-time activities.

According to the Union contract the following are the categories:
1. Unsatisfactory
2. Satisfactory
3. Meritorious
4. Outstanding
5. Extraordinary

A faculty member must have earned a minimum of 2 as an overall average to qualify for a merit raise.
Suggestions for weighting within categories to indicate 1-5 levels for merit considerations:

**Teaching:**

1 – unexcused absences from teaching classes  
does not fulfill requirement to advise students

2 – teaches graduate and/or undergraduate classes as scheduled  
Advises students, both at the graduate and/or undergraduate levels  
Course and instructor evaluation by students must be no greater than 4,  
With 1 = high and 5 = low  
Development of multi-media materials for teaching  
Introduce new curriculum materials  
Using new technology in the classroom (example: AVID, clicker system)  
Chair/Peer evaluation of teaching/classroom performance

**Other (Work not specifically listed that faculty can present for consideration)**  
Multiple instances or greater scope at this level can warrant merit evaluation from level 2 to level 3.

3 – Participation in workshops to enhance teaching, such as ITL sessions  
Engaging in Service Learning projects with area business and organizations  
Multimedia Web design  
Student Advising for over 25 graduate and/or undergraduate students  
Student Advising for Honor’s College (volunteer appointment)  
Revision of Curriculum (i.e., Media Production major)

**Other (Work not specifically listed that faculty can present for consideration)**  
Multiple instances or greater scope at this level can warrant merit evaluation from level 3 to level 4.

4 – Introduction and development of new class offerings  
Teaching Awards – University recognition  
Special Class Project (Project is recognized by professional/or area community as rigorous work in that it requires usage and knowledge of several forms.)  
Student advising

**Other (Work not specifically listed that faculty can present for consideration)**

Multiple instances or greater scope at this level can warrant merit evaluation from level 4 to level 5.

5 – Teaching Awards – National and International

**Other (Work not specifically listed that faculty can present for consideration)**
Research/Scholarly Activities/Creative Activities/Professional Application of Knowledge:

1 – has no work completed
   has no work in progress

2 – has a program of research/scholarly activity/creative activity/professional application of knowledge
   Maintaining Graduate Status (one referred publication or creative activity in a five year period)
   Work in progress – draft(s) have been submitted
   Conference papers – accepted and presented at area and regional conferences
   Conference panels – accepted and participation at area and regional conferences
   Conference respondent – accepted and participation at area and regional conferences
   Colloquium involvement – participation at area and regional conferences

Other (Work not specifically listed that faculty can present for consideration)
Multiple instances or greater scope at this level can warrant merit evaluation from level 2 to level 3.

3 – Conference papers and panels – accepted and presented at national and international conferences
   Awards/Honors – specific to local and regional areas
   Book Chapters – (invited)
   Journal Articles – invited
   Creative Activities
   Production works directed toward a professional end
   Journal Articles – refereed,
   Production – web-based

Other (Work not specifically listed that faculty can present for consideration)
Multiple instances or greater scope at this level can warrant merit evaluation from level 3 to level 4.

4 –
   Book chapters (competitively submitted, accepted and published)
   Journal Articles – refereed
   Journal Articles – professionally reviewed
   Monographs
Trade/Professional publications
Creative Activities – local or regional
Book – co-authored
Book - edited
Grant Awards – Under $50,000.00
Awards/Honors – National

Other (Work not specifically listed that faculty can present for consideration)
Multiple instances or greater scope at this level can warrant merit evaluation from level 4 to level 5.

5 – Book – single authored
   Book Co-authored
   Grant – Over $50,000.00
   Referred Journal Articles (Faculty should present evidence of work suitable for this level)
   Production/Creative work – National and/or International recognition
   Professional recognition in the form of Awards (National, International)

Other (Work not specifically listed that faculty can present for consideration)

Service

1 – does not serve at any level (department, college, university, or professional)

2 – participates in one service activity at department, college, university or professional level

Other (Work not specifically listed that faculty can present for consideration)

3 – Serves on more than one committee in School, College, University, Community and/or Profession
   Chairs a School committee, such as Search Committee, Area Coordinator, etc
   Assists with University, College, and/or Department activities (such as Major Mosaics)
   Advises a student group – “hands on”
   Serve as Board member
   Serve on Editorial board (e.g., journal manuscript reviewer)
   Evaluate textbooks
   Faculty Senate
   Akron-AAUP (EC, NT, Liaison)

Other (Work not specifically listed that faculty can present for consideration)
Multiple instances or greater scope at this level can warrant merit evaluation from level 3 to level 4.

4 – Chairs committees in College, University, area Community, and/or Professional Organizations
    Professional speaking to outside audiences (non paid)
    Corporate training/research (non paid)
    Professional communication service provided to the community.

    Other (Work not specifically listed that faculty can present for consideration)
Multiple instances or greater scope at this level can warrant merit evaluation from level 4 to level 5.

5 – Hold office in professional organization
    Awards

    Other (Work not specifically listed that faculty can present for consideration)