

DEPARTMENT MEETING

May 21, 2009

(Approved)

**Point System, Scholarship**

Points	Activity
9	Scholarly Book, original, single-author
5-3-1	Scholarly Book, co-authored; points depend upon level of contribution
5	Scholarly Book, original, single author; published the year before the year under review
3	Substantive article; refereed; in journal or book
1-4	Edited book; an introduction and/or book chapter increases the points within this scale
1-3	Co-edited book; an introduction and/or book chapter increases the points within this scale
1.5	Short article, refereed; or research report
2	Prize for book or article
1	National competitive grant, e.g., NEH, Guggenheim
2	Reprint or translation of book
1	Reprint or translation of article
3	Scholarly Book, original, single author; published two years before the year under review
1-2	Other scholarly activities, not itemized on this metric, such as guest-editing an issue of a scholarly journal; data collection for a website; preparation of a scholarly bibliography; etc.
1.5	Book manuscript, copy-edited and in press (only once)
1.5	Review essay
.5	Book review
.5	Paper at professional meeting
.5	Commentator at session at professional meeting
1	Encyclopedia article
.5	Encyclopedia entry
.25	Public lecture
.5	Ongoing research project
1-4	Completed projects in other media, such as but not limited to websites or exhibits; based upon such criteria as original research, interpretation and peer reviews where applicable.

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**Point System, Service**

(Includes Department, College, University, community or professional service\*)

Points	General Description of Activity
7-9	Exceptional service as exemplified by effectiveness with one or more committees or programs; assumption of leadership; commitment to program improvement and development; often as a chair or program coordinator, but not limited to those positions.
5-7	Above average service, as exemplified by serving on one or more committees, senates, etc., possibly as chair, or in some other capacity as defined by Department Chair or by Executive Committee.
3-5	Ordinary service role, as exemplified by regular service on committees, senates, etc.
1-3	Minimal service role, as might occur because of leave or as compensation for earlier heavy service role or because of being new to the Department; does not imply criticism.

\*Explanatory note: Professional service: as committee member, officer of a professional association, annual meeting convener, reviewer of manuscripts, reviewer for promotion and tenure: to be evaluated in line with the points indicated above, in terms of time and energy expended.

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**Point System, Teaching**

Points	Activity
9	All courses get highest scores in student evaluations, with substantive explanatory comments; professor taught lecture or survey courses as well as seminars; guideline: upper 10% of Dept. Exception: faculty, such as History Education faculty, whose teaching obligations did not give them access to lecture or survey courses; their appraisal points will be based on their student evaluation scores and comments.
7	All courses get student evaluation scores well above Department averages, with substantive explanatory comments; professor taught lecture or survey courses as well as seminars; guideline: next 20% of Department. Exception: faculty, such as History Education faculty, whose teaching obligations did not give them access to lecture or survey courses; their teaching appraisal is based on their student evaluation scores and comments.
5	Student evaluation scores fall within a range on either side of the Department average; guideline: the remaining 70% of the Department.
1	All, or almost all, courses receive strong criticism, and evaluation scores are well below the lower point on the Department range
2	College or University teaching award
2	Created and taught new course, awarded for each course over and above a professor's normal 4-course rotation; includes developing a new topic for 268 or other seminars. Entering faculty are deemed to owe the Department four courses upon arrival, without new course merit points.
.5	Honors add-on section or Advanced Writing section; awarded for each such section taught
.5-2	Awarded for effective teaching in assignments that fall outside the categories listed above, such as teaching in interdisciplinary programs, honors colloquia, History Education, Study Abroad, etc.

## HISTORY DEPARTMENT MERIT METRICS

### How We Compute Merit Pay

1. Prior to the annual appraisal, the department chair totals the points earned by a faculty member in each of the three categories of scholarship, teaching, and service and provides that information to the faculty member. These points accumulate on the basis of the point systems approved by the Department on May 21, 2009.
2. The chair ranks the points to establish average department scores in teaching, research, and scholarship and then, based on that ranking, assigns the faculty member an appraisal number of from 1.0 to 9.0, also communicated to the faculty member at the annual appraisal meeting.
3. In order to assign merit pay, the chair then multiplies the appraisal number in each category by the workload percentage in that category. For example, a professor with an appraisal number of 8.2 in teaching and a 50% teaching workload would earn 4.1 teaching "merit points" ( $8.2 \times .5 = 4.1$ ). The same operation generates an individual's "merit points" in scholarship and service.
4. The chair adds everyone's merit points to determine an aggregate sum, e.g., 500, representing the merit points earned by the whole Department.
5. The chair divides the merit points by the amount of money in that year's merit pool and determines the dollar value of each merit point. For example, a merit pool of \$3,000 and collective merit points of 500 would make each merit point worth \$6.
6. The chair multiplies an individual's merit points by the dollar value of each merit point to establish merit pay for that year.