

Procedure for Merit Pay Allocation

1. Evaluation of Individual Faculty:

- a. Each faculty member will be eligible for Merit Points, which will be distributed according to the percentages assigned to each of the three areas in the Faculty Load Planning Document. This percentage will be by mutual agreement with the Chair of the Department, and should reflect the individual faculty member's expectation for that particular year.
- b. Recruitment and retention of students, being recognized as extremely important within the Department of Music, will be included in either the teaching or service area as agreed upon in the Load Planning Document.
- c. Each area will be assessed based on the *quantity* of work in relationship to the percentage assigned in the Load Planning Document *and* on the *quality* of that work based on the criteria outlined in the Department of Music Promotion and Tenure Document (*Approved 3/11/98*). This assessment will be reported on a scale from 1-9, yielding 1-9 points, which are then multiplied by the percentage weight assigned to that area. Evaluations below the midpoint (5) will not qualify for Merit Points in that area.

Example 1:

Teaching @ 75%: Score x .75 = Teaching Merit Points
Scholarly/Creative @ 20%: Score x .20 = Scholarly Creative Merit Points
Service @ 5%: Score x .5 = Service Merit Points

Example 2:

Teaching @ 90%: Score x .90 = Teaching Merit Points
Scholarly/Creative @ 0%: No Scholarly/Creative Merit Points assigned
Service @ 10%: Score x .10 = Service Merit Points

2. Allocation of Merit Pool

The Merit Points assigned on the basis of the above evaluation will be added together for all faculty being evaluated (eliminating points for evaluations that fall below the midpoint). The sum total of all dollars in the merit pool will then be divided by the total number of Merit Points assigned. This will result in a per-point dollar value.

3. Distribution of Merit Pool:

The per-point dollar value for the department will be multiplied by the total Merit Points for each faculty member, providing the amount of the merit increase for each faculty member:

Example for a Music Department of Three Faculty:

Faculty Member A:

Score for Teaching: 8.5
@ 75% assigned load = 6.4 Teaching Merit Points
Score for Scholarly/Creative: 8
@ 20% assigned load = 1.6 Scholarly/Creative Merit Points
Score for Service: 8
@ 5% assigned load = .4 Service Merit Points
Total Merit Points = 8.4

Faculty Member B:

Score for Teaching: 7
@ 70% assigned load = 4.9 Teaching Merit Points
Score for Scholarly/Creative: 6
@ 15% assigned load = .9 Scholarly/Creative Merit Points
Score for Service: 3
No Service Merit Points awarded
Total Merit Points = 5.8

Faculty Member C:

Score for Teaching: 8.5
@ 90% assigned load = 7.7 Teaching Merit Points
Score for Scholarly/Creative: No Score, 0% Assigned
Score for Service: 7.0
@ 10% assigned load = .7 Service Merit Points
Total Merit Points = 8.4

Total Points for all faculty evaluated = 22.6

Assuming a total of \$1500.00 made available for merit for this department of three, the total merit money (\$1500.00) divided by the total points earned (22.6) yields a per-point dollar value of \$66.37, resulting in the following merit increases:

Faculty Member A: $8.4 \times \$66.37 = \557.50
Faculty Member B: $5.8 \times \$66.37 = \385
Faculty Member C: $8.4 \times \$66.37 = \557.50