

BIORESOURCES ENGINEERING DEPARTMENT
Approved December, 2002

MERIT PAY GUIDELINES

A. By the end of January, faculty shall submit to the chair a summary of their activities during the past 12 months. The categories will include Teaching, Scholarly Achievement, and Service.

B. Scholarly Achievement will be evaluated on the following:

a. Teaching Scholarly Activity:

1. Number, quality and significance of teaching related publications including refereed journal articles, conference proceedings and conference presentations preprints.
2. Papers related to teaching presented at professional meetings.
3. Grants obtained to support teaching program.

The number, quality and significance of publications are the most important criteria in determining scholarship performance followed by the amount and type and significance of contracts and grants obtained to support research and extension activities. Invited presentations and consulting are often indicators of significant scholarship.

b. Research:

1. Number, quality and significance of publications, including refereed journal articles, conference proceedings, research reports, publications in monographs, textbooks, conference presentation preprints and web based material.
2. Types and sources of research contract and grants.
3. Amount, quality, and relevancy of research activities in progress.
4. Development of relevant and timely new research activities.
5. Papers presented at meetings.
6. Awards for research.
7. Appointments to editorial boards.

c. Extension Scholarly Activity:

1. Quality, appropriateness, creativeness and relevance of materials and programs, either original or adapted from national Cooperative Extension Service.
2. Quality and quantity of output.
3. Contributions to individual, county and/or state plan of work.
4. Ability to obtain contracts and grants to support scholarly activities.
5. Ability to work effectively with Extension colleagues.
6. Documentation of impacts as related to the plan of work.
7. Grants and contracts to support Extension program.

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C. Teaching will be evaluated on the following:

a. Undergraduate and Graduate Teaching and Advisement

1. Courses taught.
2. Knowledge of subject
3. Course revision with respect to organization, relevance of material and instructional methods.
4. Student and peer evaluation.
5. Development of new courses.

6. Interaction with students and availability to students for planning program of study.
 7. Interaction with other faculty members regarding undergraduate and graduate teaching.
 8. Student, Departmental and University recognition and complaints.
 9. Availability to and guidance of students in independent study projects.
 10. Availability to graduate students for purposes of guiding thesis research activities.
 11. Quality of completed graduate student thesis research.
 12. Quality of completed undergraduate thesis research.
- b. Extension Teaching
1. Knowledge of subject, current state of thought, practices, methods and alternatives.
 2. Ability to organize, express and communicate ideas and concepts, subject matter and research base materials, orally and in writing.
 3. Ability to formulate teaching objectives, develop creative learning experiences and determine applicability of knowledge to solve problems.
 4. Ability to initiate a well thought out education plan and to build a sequential program.
 5. Ability to deal and work effectively with co-workers; people from diverse education, social and cultural backgrounds; and others.
 6. Quality and quantity of output.
- D. Service will be evaluated on the following:
- a. Membership on and effectiveness in Departmental, College, Cooperative Extension and University committees.
 - b. Membership on and effectiveness in community, user group or commodity organizations or governmental agencies.
 - c. Effectiveness as a resource person and provision of knowledge relative to general community problem situations.
 - d. Participation in university, college and department and other service functions.
 - e. Effectiveness within the county, state, region and national education programs; furtherance of accomplishments of clients; and contribution to individual, country and state plan of work (applies to faculty with Extension appointments only).
- E. A Faculty Appraisal Form will be completed by the chair and discussed with each faculty member concentrating on areas of strengths/weaknesses and modes of improvement and/or readjustments of the workload distribution.
- F. Each member of the faculty will be evaluated on the nine-point-scale with the average grading for other faculty members indicated on the form, before the chair and faculty member sign the form. It is suggested that disagreements concerning the evaluation be resolved between the chair and the faculty member. A copy of individual faculty's form will be given to the faculty member following completion of all annual faculty evaluations in the Department.
- G. The merit pay increase for each individual will be determined by weighing the rating received in each category Teaching, Scholarly Achievement and Service with the percentage of time allocated to each category and be distributed on a dollar basis.
- H. An example of the merit pay calculation is as follows:
- a. Assume the department has 9 faculty members and the total merit pool is \$5,000.

- b. Faculty member A's workload is 40% teaching, 50% research and 10% service and they received numerical ratings of 7, 7 and 8 in each of the categories, respectively on the annual evaluation.
 - c. The department average weighted numerical rating for annual evaluations was 6.10.
 - d. The weighted numerical rating for faculty member A is:
 $7 \times 0.40 + 7 \times 0.50 + 8 \times 0.10 = 7.10$
 - e. The value of the merit dollars per numerical unit for the department is:
Total merit pool dollars = \$5000 = \$91.07
Average numerical rating X 6.10 x 9 faculty members
 - f. Faculty member A's merit increase would be $\$91.07 \times 7.10 = \646.60
- I. The policy will be reviewed every three years or whenever the Department's promotion and tenure document is revised.