



## Merit Appraisal Policy/Metric

This document describes the policies and metrics for evaluating faculty and assigning merit raises in the Department of Computer and Information Sciences.

### Determination of Merit Raises

Faculty are evaluated in each area of research, teaching, and service and given a rating between 1 and 9. This rating is then weighted by each faculty member's percent distribution of effort in each category to compute an overall rating between 1 and 9 for the faculty member. The Chair may adjust the overall rating of a faculty member upwards to account for unusual circumstances, such as during the year in which a faculty member must re-energize a research program after a return from administrative responsibilities. The Chair has the discretion to set a minimum threshold  $t$  for receiving a merit increase. The merit pool is then distributed among the faculty with ratings above  $t$ , based on the amount by which each faculty member's overall rating exceeds  $t$ . For example, faculty members with equal ratings will receive the same percentage increase in salary, and faculty with higher ratings will receive higher percentage increases in salary.

### Criteria for Merit Ratings

Research productivity is measured by contributions in several areas, taking into account whether the faculty member is junior or senior faculty: research publication, dissemination, and awards, taking into account aspects such as the prestige of the venue or award; the pursuit, securing, and fulfillment of external research grants, taking into account aspects such as the size of a grant, the role of the faculty member in writing a proposal or in securing a grant, and efforts of the faculty member to obtain new grants; the involvement of postdocs and graduate students in one's research projects, taking into account aspects such as progress toward Masters and PhD theses.

Teaching accomplishments are measured by contributions toward the education of students, both inside and outside the classroom. The following are taken into account in evaluating teaching: quality of teaching, taking into account student course evaluations and curriculum development efforts; mentoring of undergraduate students in independent research, taking into account any honors theses, published papers, or awards that result; advisement of students, taking into account any awards or unusual efforts; teaching-related awards or grants.

Service contributions are measured in terms of service to the Department and the University, and service to one's profession. Service to the University cannot routinely be used to reduce service responsibilities to the Department but is instead considered a positive addition. The following are taken into account in evaluating service: service to the department and university, taking into account the nature of the responsibility and the faculty member's effectiveness in carrying out the service; service to the profession, taking into account the nature of the responsibility.