

Department Of English Metric for Merit Distribution

Approved by the Faculty 30 October 2002

The following describes the formula to be applied annually by the Chair in distributing merit allocations to faculty. This formula is in accordance with the performance expectations outlined in the separate departmental workload policy, and it is to be applied in a way that is consistent with the attached Criteria for Merit Ratings.

- Each faculty member will be awarded a merit rating in each category of performance (teaching, scholarship/creative activity, service) during the annual appraisal conference with the Chair. The Chair will be obliged to announce and explain all ratings prior to the conclusion of the conference.
- The merit rating in each category of performance will be multiplied by the percentage of effort devoted to that category to determine the total number of points earned by the faculty member in that category. For example: a faculty member who receives a rating of 5 in teaching, with 50% of total effort devoted to that category, will earn a total of 2.5 points in that category.
- The total number of points accumulated for all categories added together will then be calculated for each faculty member (rating times percentage of effort in each category yields sum total of points in all categories collectively).
- Prior to Budget Turnaround, the number of points accumulated by all department faculty individually will be added together to yield a sum total of all points accumulated for the year by the entire faculty collectively.
- The sum total of all points accumulated by the entire faculty for the year will then be divided into the total number of dollars available in that year's merit pool to determine the value of a single point.
- Merit for the individual faculty member will then be calculated by multiplying the total number of points accumulated by that faculty member for the year times the value of a single point. Thus, if one point equals \$100 for a particular year, and a faculty member has earned a total of 7.5 points as a result of the Chair's appraisal, that faculty member will receive a merit allocation of \$750.