Metric for Allocation of Merit Salary Increases
Department of Communication Sciences and Disorders
Adopted on November 7, 2023

The performance of each faculty member is reviewed annually. The faculty's performance is evaluated and merit pay is distributed based on the criteria outlined below.

Annual Review
- The Chair schedules an annual review session with each faculty member.
- The annual review provides a critique of the past year's performance, the current status of the program and the development of an action plan for the upcoming year.
- The review provides the faculty with useful insight and constructive criticism regarding his/her performance and a perspective of the development and mission of the Program.

Annual Review Process
- The annual review is based on performance during the previous calendar year.
- At least one week before the commencement of faculty evaluations, each faculty member will forward to the director:
  o A current CV
  o A University of Delaware Faculty Appraisal and Planning Form with a proposed plan of activities in teaching, scholarship and service completed
  o A completed CSCD Annual Review Worksheet (attached)
  o Teaching evaluations for each course taught over the preceding year
  o Peer teaching evaluations
  o Additional supportive documentation
- The director will review all documentation submitted by the faculty prior to the first faculty member's evaluation.
- The director will meet with each faculty member individually to discuss his/her annual review.
- The director will rate each faculty member on a 1-9 scale, where a score of 9 is outstanding, in the areas of scholarship, teaching and service based on the following criteria:

Research and Scholarly Activities

It is recognized and agreed that tenure-track faculty in the Department of Communication Sciences and Disorders should strive for excellence in the core areas of research and scholarly activity, teaching, and service. The criteria used by the Chair for the annual evaluation in each of three areas are based on the criteria used by the Department for the evaluation of tenure and promotion.

Publications in peer-reviewed scientific and professional journals and publication of scholarly books will be considered as the most important indications of professional scholarly achievement, as well as patents or other indications of professional inventive accomplishments. Lesser weight shall be attached to non peer-reviewed publications and presentations at

international, national, and regional meetings. Obtaining contracts and grants through a peer-review process to carry out scholarly research will also be considered as an important indication of professional scholarly achievement. Hence, both the securing of research grants and the submission of grant applications will be considered measures of research productivity. However, while there is the expectation that faculty will obtain support for their research programs, obtaining sponsored research support is not, in itself, a requirement for an outstanding evaluation.

Teaching
Teaching performance evaluation will be holistic, but can be based on faculty observation, student course evaluations, and course materials. Priority will be given to measures which are less subject to bias and can be gleaned from individuals who have expertise in evaluating teaching. Consideration will be given to the development of new and innovative courses, methodologies, approaches, etc.., and the updating of appropriate course materials. Serving on undergraduate and graduate student thesis and dissertation committees will be considered within the evaluation of teaching.

Service
Service on department, college and university committees is expected of all faculty members. Service to the university will be measured by the contributions made by the faculty member while serving on formal university, college, and departmental committees as well as during the execution of administrative assignments requested by the Department Chair. Service to the community and the CSD profession will be considered to the extent that such service contributes to the image of the Department at the regional, national or international level.

Overall evaluation
- Faculty quality points will be determined by the rating assigned in each area times the percent effort of the faculty member in that area.
- The merit pool portion is then distributed to each faculty member directly proportional to the number of quality points that they have earned.

Annual Review Worksheet
Department of Communication Sciences and Disorders

(Please attach current CV)	Year 20___ (Current Year)
List Research Publications that appeared in Indexed Peer Reviewed Journals	
List Invited Presentations / Review Articles that appeared in Indexed Peer Reviewed Journals	
List Research Publications that appeared in non-Indexed Peer Reviewed Journals	
List Invited Presentations / Review Articles that appeared in non-Indexed Peer Reviewed Journals	
List Presentations at National / International Scientific Meetings	
List Presentations at Regional / Local Scientific Meetings	
List Published Book Chapters	
List Edited Books or Volumes	
List Funded Major Grants (> $25,000 Direct expenses), including agency, start/end dates, your role on the grant (e.g., PI or investigator), your percent effort on the grant, and amount funded.	
List Funded Small Grants (< $25,000 Direct expenses), including agency,	

start/end dates, your role on the grant (e.g., PI or investigator), your percent effort on the grant, and amount funded.	
Submitted Major Grants. List agency and amount requested.	
Submitted Small Grants. List agency and amount requested	
List other indicators of research productivity	

TEACHING			
List Courses and semesters for which you were the primary instructor. Please attach student course evaluations for each course taught.	**Number of recitation / lecture hours you presented**	**Number of laboratory hours you presented**	**Comments (e.g., new course, special technology developed, modifications of course format or content from previous offerings of course)**
1)			
2)			
3)			
4)			
5)			
List Courses for which you lectured but were not the primary instructor.	**Number of recitation / lecture hours you presented**	**Number of laboratory hours you presented**	
1)			
2)			
3)			
4)			
List Reading Courses, Directed Studies, Independent Studies, etc.	**Number of students**	**Credits**	
1)			
2)			
3)			
List Student Thesis and Dissertation Committee Memberships (Identify students by name and program / Department).	**Degree (eg, BS/ MS/ PhD)**	**Role on committee (eg, Advisor)**	
1)			
2)			
3)			
4)			
Others:			

SERVICE
Professional and Community Service - National Level (e.g., Grant Review Panels, Editorial Boards, Elected Offices, Committee memberships) 1) 2) 3) 4)
Professional and Community Service - Regional / State Level 1) 2) 3) 4)
University Service 1) 2) 3) 4)
College Service 1) 2) 3) 4)
Departmental Service 1) 2) 3) 4)