

FACULTY MERIT ASSESSMENT PROCESS

STEP 1:

The faculty merit assessment cycle is defined as July 1 - June 30 and each faculty is required to provide materials that document activities for the prior merit cycle. The reporting tool will be developed and approved collaboratively with the Department Head and will be provided at the start of each assessment cycle.

Each faculty will schedule 30-45 minute discussions with the Department Head during the time frame from June 1 – September 15 of each assessment cycle to discuss activities, goals, deliverables, and metrics.

STEP 2:

During the faculty merit assessment meetings the following outcomes are expected:

1. A review of activities and accomplishments from the prior assessment cycle.
 - a. The Department Head assigns a “Performance Rating” evaluating teaching, service, and scholarship according to the level of accomplishment toward goals established from the prior assessment cycle.
 - b. The assessment score is tallied using the Weighting Factors proposed and agreed upon from the previous assessment cycle and the Performance Rating assigned during the current assessment cycle.
 - c. The Performance Rating form is signed by both the faculty member and the Department Head, with optional faculty comments. The faculty signature does not imply agreement; merely the form has been discussed with the Department Head. Copies are forwarded to the Provost, HR, and faculty member.
2. The faculty member will propose a set of goals with accompany “Weighting Factors” to be used as multipliers for his/her “Performance Ratings” as assigned by the Department Head during the next assessment cycle.
 - a. The Department Head will discuss the proposed goals for the next assessment cycle including deliverables and assessment metrics.
 - b. The “Weighting Factors” must fall within the range deemed appropriate for the faculty’s members department.
 - c. The Weighting Factors must also be consistent with the expected deliverables and metrics for the next assessment cycle.
 - d. Both the faculty member and the Department Head should have clear understanding of expectations for the next assessment cycle.
3. Department Head will publish Merit Unit Award averages.