

Appendix H.
Merit Pay Policy
Department of Psychology

(Approved:11/98; revised: 4/01, 12/06, 4/09, 5/10, 3/12)

The Psychology Department's Annual Review of Faculty (ARF) Committee is charged with implementing the Merit Pay Policy. The committee will have the responsibility for reviewing forms submitted by faculty, verifying the merit points earned by each faculty member, computing percent merit, and providing feedback to faculty. Feedback will include merit calculation and the Committee's evaluation of the faculty member's teaching materials. Merit information will be used to compute the individual's salary using the procedures specified in the policy. The committee will use the attached forms, procedure, and criteria in making their computations and recommendations.

Psychology Department Merit Pay Worksheet Instructions

Please provide the following information and attach the required documentation. Forms and all documentation must be submitted to the Chair of the ARF Committee for verification no later than March 15 of the current academic year.

Merit increment will be based on the Total Merit Points computed using the forms and determined as follows:

1. Individuals will be awarded up to 100% of the merit pay available to the department on their behalf. This amount could be a fixed dollar amount or a percentage of the individual's salary depending on the college and university policies in effect for the period.
2. The percentage of the full merit amount available to each faculty member that will be awarded to an individual will be determined by the following formula: Total Merit Points multiplied by 5 and add 55, where Total Merit Points is taken from the Merit Pay Forms and the result of this computation is treated as a percentage. Faculty will receive merit pay equal to that percentage multiplied by the full merit amount available to each faculty. The money left in the merit pool if any individual gets less than full merit becomes a discretionary pool for use by the Chair for making adjustments, correcting inequities, or to be divided among the remaining faculty as the Chair sees fit.
3. Appeals: The ARF Committee shall prepare a written statement describing the number of points assigned and the basis for the assignment for each faculty member being considered for merit increment. This report will be given to each faculty member at least two weeks prior to the time the merit amounts are sent forward. Each faculty member will be given the opportunity to discuss the report with the committee and department chair and suggest changes. A formal appeal may be filed and must be given to the department chair within five days of the conference. In the event that the disagreement still cannot be resolved informally, the faculty member can appeal to the department promotion and tenure (RAPT) committee. In the event of overlap between the ARF Committee and the RAPT committee, alternate committee members shall be elected to serve in place of the individuals who serve on both committees.
4. Merit Pay for Faculty on Paid or Unpaid Leave: Faculty on leave shall be evaluated by the same procedures as faculty not on leave. The faculty member may wish to, for example, increase the percentage assigned to scholarship if on leave to do research. An assumption underlying the above is that a faculty member on leave should be at an advantage in earning merit pay in that area for which he or she was granted leave, or should be so on completion of the leave.
5. Merit Pay for Faculty on Terminal Contract: Faculty on terminal contract shall not be eligible for merit pay.
6. Amendment of this Policy: This policy is subject to departmental review at the request of any member of the faculty.

Department of Psychology Merit Pay Computation and Documentation Form

Name:	Rank:
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Current Academic Year:			
Enter percentage you wish assigned to teaching, service, and research (must total 100):			
	Percentage	Merit Points From Attached Sheets	Product (Convert Percentage to proportion and multiply by merit points)
Teaching (50%-70%)			
Service (10%-30%)			
Scholarship (10%-30%)			
Percent must total 100	100		
Total Merit Points (Sum the above three products) =			
Computation of Merit Percentage: multiply by 5 then add 55 =			

Please submit these forms and accompanying documentation to the ARF Committee by **March 1**.

Teaching

Threshold Measure #1: Student Evaluation of Instruction

Faculty are expected to obtain a median IDEA score of 45 over the past three years in order to qualify for merit pay (High Merit, Merit 2 or Merit 3). Faculty who obtain a median IDEA score of less than 45 will not be eligible for merit pay in the area of teaching. **Attach copies of Page 1 (Section I. Overall Measures of Teaching Effectiveness) of each IDEA evaluation form from the current academic year (see the IDEA Median Computation Worksheet). The ARF Committee has a record of previous years' data that you have submitted. Note:** IDEA scores from the first time a course is taught, or taught in a new format (e.g. e-Campus), or taught by a large team of faculty, *may* be excluded from the calculation. Please note courses you have chosen to exclude.

The Psychology Department expects all courses including, summer courses, to be evaluated, and the Department Chair and Program Coordinators will review these evaluations. But for Merit Pay purposes summer courses need not be reported.

Threshold Measure #2: Peer evaluation of instruction

Faculty's syllabi for all courses taught during the current academic year will be collected from the Administrative Assistant. The ARF Committee will assess one randomly selected syllabi based on criteria from the University Syllabus Policy and Departmental Syllabus Policy. Faculty also must submit one example of how they incorporate critical thinking into their courses. This could be an assignment, test, or activity. Faculty whose syllabi and/or critical thinking example are not deemed acceptable by the ARF Committee will not be eligible for merit pay in the area of teaching.

Faculty must meet threshold measures #1 and #2 to be eligible for merit pay in the area of teaching. Additionally, if tenured faculty are not acceptable on threshold #1 and/or #2, they will be recommended for post-tenure review (See Post-Tenure Review Policy).

Merit Pay Points: Other Teaching Related Activities

Merit for Teaching will be granted based on the number of points each faculty earns during the current merit year based on the tables below. If you have performed any type of activity more than one time, be sure to indicate such and assign the appropriate number of points to each instance.

IMPORTANT NOTE: Some teaching activities **MUST** be recorded in Digital Measures in order to be counted for merit pay. Activities required to be in Digital Measures (DM) are indicated below. Obtain a copy of the DM printout from the Chair of the Department. **USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW.** For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other Teaching Activities").

<p>Number of times _____ X 2 = _____</p>	<p>2 point activities <u>DM ENTRY REQUIRED</u> Participation in a Professional Learning Community Chair of a Thesis Committee <u>DM ENTRY NOT REQUIRED</u> Prepping a new course/ substantial revision to existing course, e.g., on-line Other 2-point teaching activities (provide documentation)</p>
<p>Number of times _____ X 1 = _____</p>	<p>1 point activities <u>DM ENTRY REQUIRED</u> Attending a (at least half-day) teaching conference or workshop Advising Mentor for student publication in undergraduate journal McNair research mentoring</p>

	Honors thesis mentoring Master's Thesis Committee member Mentor for student presentation at undergraduate conference Independent study supervision Attending a TLC workshop, webinar, or other continuing education (less than half day) Attending professional scholarly conference CAT Scoring <u>DM ENTRY NOT REQUIRED</u> Course teaching assistant mentoring Supervising/Mentoring students for no teaching credit (e.g., 401) Other 1-point teaching activities (provide documentation)
	Total points

Merit will be assigned based on the following cutoffs:

High Merit (9 Merit points)	More than 3 points
Merit 2 (8 Merit points)	3 points
Merit 3 (7 Merit points)	2 points
No Merit (0 Merit points)	Fewer than 2 points

Service

Merit for Service will be granted based on the number of points each faculty earns averaged over the last three years based on the tables below. If you have performed service activities not listed in the table, please assign points to that activity based on similar activities in the table below, and write a short description of the activity in the right-hand column. Special consideration will be given to first-year faculty as they are protected from service demands.

IMPORTANT NOTE: Most service activities MUST be recorded in Digital Measures in order to be counted for merit pay. Obtain a copy of the DM printout from the Chair of the Department. **USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW.** Activities required to be in Digital Measures (DM) are indicated below. For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other Service Activities").

<p>Number of Exceptional Demand Activities _____ X 6 = _____</p>	<p>Exceptional Demand (6 points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u></p> <ul style="list-style-type: none"> RAPT Interim Chair for Dept. Psych Bowl Leader Psi Chi Advisor Chair of Graduate Admissions Committee Clinic supervision (over 25 cases) College P&T University IRB Institutional Animal Care and Use Committee University Assessment Committee Officer in professional society Editor of professional journal
<p>Number of High Demand Activities _____ X 4 = _____</p>	<p>High Demand (4 points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u></p> <ul style="list-style-type: none"> Departmental Ethics Committee Faculty/ Staff Search Committees (in-dept) Member Graduate Admissions Committee Communications Coordinator (Dept.) Faculty Retreat Organizer ARF Committee Graduate thesis committee member Chair of graduate theses (this is in Teaching category as well) College Curriculum Committee Faculty/ Staff Search Committees (outside-dept) Foundation Professor Committee Faculty sponsor of student organization Faculty Senate <p><u>DM ENTRY NOT REQUIRED</u></p> <ul style="list-style-type: none"> Comps grading (if essay) Clinic Supervision
<p>Number of Standard Demand Activities _____ X 2 = _____</p>	<p>Standard Demand (2 points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u></p> <ul style="list-style-type: none"> Awards Committee Faculty Research and Development Committee Graduate Student Comps Committees (1 point per committee) Dept. Curriculum Committee

	<p>Academic Practices Committee (Dept level) Colloquium Committee</p> <p>College Discipline Committee Academic Practices Committee (College level) University Discipline Committee</p> <p><u>DM ENTRY NOT REQUIRED</u> New faculty mentoring (1 point per mentee)</p>
<p>Total number of points for category = _____</p>	<p>Points per activity <u>DM ENTRY NOT REQUIRED</u></p> <p>Ad hoc advising (e.g., summer sessions for Bob B.) (2 points per session) Spotlight days (2 points per session) Major Expo (1 point per session) Reviewer of manuscripts or conference submissions (1 - 3 points per review, including 1 - 3 points per revision; applicant should make a case for each review's point allocation, final decision is the RAPT Committee's)</p>
<p>Total number of points for category = _____</p>	<p>Case-by-case (use established activity as metric to assign points) <u>DM ENTRY REQUIRED WITH APPROPRIATE "END" DATE</u></p> <p>Leading workshop or organizational training Other College Committee (specify in application) Other University Committee (specify in application)</p> <p><u>DM ENTRY NOT REQUIRED</u></p> <p>Writing grants to support departmental activities Developing funds for departmental support</p> <p>Community service</p>
	Total Service points

Merit will be assigned based on the following cutoffs:

High Merit (9 Merit points)	More than 15 points
Merit 2 (8 Merit points)	12-15 points
Merit 3 (7 Merit points)	9-12 points
No Merit (0 Merit points)	Fewer than 9 points

NOTE: An individual will be given zero merit points in the Service area if they perform none of the listed service activities or exhibit complete negligence of responsibilities during the merit period.

Scholarship

Merit for Scholarship will be granted based on the number of points each faculty earns according to the tables below.

IMPORTANT NOTE: Some scholarship activities MUST be recorded in Digital Measures in order to be counted for merit pay. Obtain a copy of the DM printout from the Chair of the Department. **USE THE PRINTOUT TO INDICATE YOUR POINTS BASED ON THE TABLE BELOW.** Activities required to be in Digital Measures (DM) are indicated below. For activities not required to be in DM, attach to the DM printout a separate page (labeled "Other scholarship Activities").

Description of scholarship	
	<p>3 point activities <u>DM ENTRY REQUIRED</u> One refereed article (including book chapters and invited papers) or a book with publication date within the past 3 years where you are first or second author (for publications in recognized outlets for faculty, e.g., not undergraduate journals, order of authorship will be determined by counting the non-student authors only). (Attach reprint or letter from editor verifying publication date. Publication must be dated prior to March 1 of this year and after March 1 three years ago). Three or more refereed presentations within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago). 1 active external grant as 1st or 2nd PI -or- Obtained 2 internal grants as 1st or 2nd PI.</p> <p>2 point activities <u>DM ENTRY REQUIRED</u> One refereed article (including book chapters and invited papers) or a book with publication date within the past 3 years on which you are third or later author. (Attach reprint or letter from editor verifying publication date. Publication must be dated prior to March 1 of this year and after March 1 three years ago). One technical report (for example to a governmental agency), with publication date within the past 3 years. (Attach reprint or letter from editor verifying publication date). Two refereed presentations within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago). Has played a substantial role in the preparation and submission of 1 proposal for external funding -or- Has played a substantial role in the preparation and submission of 2 proposals for internal funding -or- Has obtained internal funding.</p>
	<p>1 point activities <u>DM ENTRY REQUIRED</u> One refereed presentation within the past 3 years. (Attach reprint or letter from conference coordinator verifying presentation date. Presentation must be dated prior to March 1 of this year and after March 1 three years ago). <u>DM ENTRY NOT REQUIRED</u></p>

	<p>Grant proposal in development stages. (Attach documentation which can be used to verify work on the project within the current academic year.)</p> <p>Manuscript submitted for publication (with peer review) in the last year.</p> <p>Data collection (unrelated to presentations or publications counted elsewhere) in the past year.</p> <p>Total points</p>
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Merit will be assigned based on the following cutoffs:

High Merit (9 Merit points)	More than 3 points
Merit 2 (8 Merit points)	3 points
Merit 3 (7 Merit points)	2 point
No merit (0 Merit points)	Fewer than 2 points

NOTE: An individual will be given zero merit points if he or she performs none of the listed scholarly activities during the merit period.

IDEA Median Computation Worksheet

Step 1: List the **Adjusted T-Score** for the Overall item (adjusted) for each course evaluated in the past three years. Begin with Fall semester of the current academic year and include data from three Fall semesters, three Spring semesters, and Intersession and Summer sessions since the earliest Spring semester included. For each course select the highest adjusted T-Score from among Progress on Relevant Objectives, Overall Excellence of Teacher, and Overall Excellence of Course. IDEA scores from the first time a course is taught or taught in a new format (e.g. e-Campus) *may* be excluded from the calculation. Please note courses you have chosen to exclude.

Year	Semester	Course Number	IDEA T-Scores on Overall Item (adjusted) for all sections evaluated
	Fall of Current Academic Year		
	Summer		
	Intersession		
	Spring		
	Fall		
	Summer		
	Intersession		
	Spring		
	Fall		
	Summer		
	Intersession		
	Spring		

Step 2: Calculate the median T-score using hand calculation, Excel, or SPSS.

IDEA median: _____