

Fulltime Faculty Merit Process and Calendar of Merit Evaluation Note: The process for merit recommendations is not related to procedures and policies pertaining to decisions of reappointment, tenure, promotion, or five-year review. Faculty/chairpersons undergoing review for reappointment, tenure, promotion or five-year review will submit separate dossiers relevant to those reviews by the deadlines articulated in the ART document. As such, the decision of merit from this process may differ from those made through the ART process. The merit process applies to *all* fulltime faculty which includes tenure/tenure track faculty, lecturers, clinical faculty, and professors of practice.

I. Due May 31st

1. Fulltime faculty submit their dossier for the year under review to the department chair.
2. Chairs submit their dossier for the year under review to their dean.
3. In the event that May 31st falls on a weekend or holiday, the deadline shall be the first business day.
4. Materials to be included in faculty/chairperson dossier:
 - i. *Annual Workload Plan* or *Chairs Annual Workload Plan*
 - ii. *Annual Report* or *Chairs Annual Report* (for the year under review)
 - iii. Updated CV
 - iv. Syllabi of courses taught during the year
 - v. All available student evaluations for the period under review
 - vi. Any peer observations received during the review period
5. The *Annual Merit Evaluation Form for Fulltime Faculty and Chairpersons* shall be used as the instrument to evaluate for merit decision.
6. Faculty/chairpersons must receive “Meets Departmental Standards” in all categories to receive a decision of merit.
7. Faculty/chairpersons on sabbatical, FMLA, or other leave during the year under review will only be rated on categories relevant to their duties as agreed upon in their *Annual Workload Plan* for the year under review.

II. First Business Day in July

1. For faculty – chair sends the dean, and copies the faculty member, the completed *Merit Evaluation Form for Fulltime Faculty and/or Chairpersons*
2. For chairpersons – dean sends the Provost, and copies the chairperson, the completed *Merit Evaluation Form for Fulltime Faculty and/or Chairpersons to the chairperson*
3. Any negative decision must be accompanied by a written rationale in the comments section of the evaluation form or as an attachment.
4. Faculty/chairpersons may appeal a decision of no merit.

III. Second Friday in September

a. For faculty

- i. To appeal the chairperson’s no merit decision, the faculty member will provide a written rebuttal of the chairperson’s decision to the departmental PTR Committee, along with the *Merit Evaluation form* including the chairperson’s rationale, copying the chairperson.
- ii. A decision of no merit for faculty by the chairperson shall be reviewed by the departmental PTR committee *only* if a rebuttal by the faculty member is filed.

- iii. In the case of a rebuttal, the PTR chair should notify the department chairperson who may provide additional written comments regarding the negative decision. The PTR chair should inform the department chairperson of the committee's review timeline so the chairperson's additional written comments will be received in advance of the committee's review.
- iv. Any deliberations by the departmental PTR Committee shall exclude participation by the faculty member under consideration and the department chairperson.

b. For chairpersons

Chairperson may provide a written rebuttal to the dean's decision to the Provost, with a copy to the dean.

IV. Fourth Friday in September

For faculty

The departmental PTR Committee will render a written decision to the dean, copying the faculty member and the chairperson.

V. Second Friday in October

For faculty

- i. The dean will review the materials submitted by the faculty member, the chairperson, and the department PTR committee.
- ii. The dean will notify the faculty member, the PTR committee chair, and the department chairperson of their decision.
- ii. Positive decisions by the dean should also be reported to the Provost Budget Office (PBO) and will result in retroactive payment to the faculty member.

VI. Fourth Friday in October

1. For faculty

- i. In the event of a negative decision by the faculty member, the chairperson, and the department PTR committee.
- ii. The faculty member, dean, chairperson and the PBO will be notified of the Provost's decision.
- iii. Positive decisions by the Provost will result in retroactive payment.
- iv. The Provost's decision shall be final.

2. For chairpersons

- i. in the event of a negative decision by the dean, the Provost will review the materials submitted by the dean and the chairperson.
- ii. The dean, chairperson and the PBO will be notified of the Provost's decision.
- iii. Positive decisions by the Provost will result in retroactive payment. 2
- iv. The Provost's decision shall be final.

VII. Records Retention

Confidential copies of all the above materials are retained by the department in accordance University Records Management Policy 06-06

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