



two or three year performance period; however, the majority of the weighting should be on the preceding calendar year. Department chairs should document the implementation of this departmental policy in assigning FMFs and should present this documentation to the VPAA along with all FMFs. Each academic department will prepare an annual departmental activity report which is submitted to the VPAA. The VPAA will evaluate the performance of the departments with respect to their goals and missions, and assign a Departmental Merit Factor (DMF) to each department. The FMF and DMF are combined in a formula that produces each faculty member's percentage raise.

### **Procedure**

1. Each faculty member will complete an annual professional activity report (PAR) and submit it to the chair of the department. Department chairs and faculty in a unit with only one faculty member will submit their reports directly to the Vice President for Academic Affairs (VPAA). PAR's are to be submitted by February 1.
2. Department chairs will review the PAR's and rate faculty performance in the three areas of

The first allocation is to promotional raises. The promotional raises were \$2,500 for associate professors and \$3000 for full professors in 2001. These promotional raises should be evaluated yearly by the VPAA to insure that they are significant relative to current salaries.

The second pool is a discretionary pool that is reserved for use by the VPAA at his/her discretion. The amount allocated to the discretionary pool will be 25% of the available money or 0.4% of the total of faculty salaries, whichever is larger.

The third allocation is to the merit raise pool. Merit raises will be computed according to the following formula:

*FMF(i)* Faculty member *i*'s FMF.

*DAFMF(i)* Average FMF of faculty *i*'s department.

*DMF(i)* DMF of faculty member *i*'s department.

*SALARY(i)* Current salary of faculty member *i*.

*PERCENT RAISE(i)* Faculty member *i*'s percent raise.

*POOL* Total \$ available for merit raises

*n* Total number of faculty.

$$POOL * (FMF(i) / DAFMF(i)) * DMF(i) * 100$$

$$PERCENT RAISE(i) = \frac{\text{---}}{\text{---}} \%$$

$$SUM((FMF(j) / DAFMF(j)) * DMF(j) * SALARY(j), j=1..n)$$

$$PercentRaise(i) = \frac{Pool * DMF(i) * (FMF(i) / DAFMF(i))}{\sum_{j=1}^n [Salary(j) * DMF(j) * (FMF(j) / DAFMF(j))]} * 100\%$$

8. The academic affairs office will publish a memo to all faculty giving the pool for total promotion raises, the discretionary pool, the merit pool, the DAFMF's and , DMF's, and the denominator of the pay raise formula. This memo shall be distributed to faculty, along with the proposed raises, by March 25. Appeals by Chairs and/or individual faculty can be submitted to the VPAA within 5 working days.
9. The final package will be submitted to the President for approval. Contracts will be delivered to faculty members by April 15.

## Joint Appointments Policy

Faculty whose salaries are supported on a regular basis by a research group at Tech (joint appointments) will also have their evaluations reviewed by the appropriate research supervisor. The Vice-President for Academic Affairs and the cognizant division director will concur on the recommended raises or submit their recommendations to the President for decision if there is a disagreement.

## Sabbatical Leave Policy

Individuals on sabbatical leave or on leave of absence for the entire year will receive their preceding year's merit rating unless exceptional circumstances occur. In the latter case, any changes in the merit rating must be thoroughly justified and documented. People on sabbatical or leave of absence for part of the year will have their merit rating determined by proportionate combination of the prior year's rating and the performance evaluation for that period when they were on leave.

## **Faculty Merit Factor (FMF)**

FMF Assignment: Department chairs will review the PAR's and other information (e.g., teaching evaluations), rating faculty performance in the three categories of teaching, research, and service. Ratings that reflect factors not d

effort being spent by the faculty member in each of the three areas, but also reasonable expectations for quality of the work and level of productivity.

**Effects of Rank:** Merit ratings should take into account the rank of the individual faculty member. The roles of full professors are expected to be different from those of assistant professors. The policy on promotion and tenure sets general guidelines as to what is expected of faculty at each of the three ranks.

**Evaluation of Teaching:** Factors to be considered in the evaluation of teaching include course enrollments, new course development, improvements to existing courses and laboratories, student evaluations of teaching, advising, and supervision/advising of theses and dissertations.

**Evaluation of Research:** Research and other scholarly activity can be demonstrated in many ways. Specific activities to be included in this evaluation are public presentations (especially invited talks), journal articles, books, grants proposed and funded, service on review panels, patents and other intellectual property, awards and recognition from professional societies, and technical staff, post-docs & graduate research assistants supervised. In evaluating research activity both the quantity and quality of the faculty member's research activities are to be considered.

**Evaluation of Service:** Professional service at the level of the department, the institution, the profession, and the state, and nation are to be considered. Excellence in service requires involvement at many levels. Specific activities to be included in this evaluation include service on departmental and institute wide committees, tenure committees, faculty council and institute senate offices, offices in professional societies, journal and book editorial positions, service to

