

**AIM SALARY: MERIT RAISE POLICY, ARTICLE 26, SECTION 2 (C)**

The Applied Information Management Master's Degree Program (AIM) will establish a pool for merit raises for all faculty, including tenure-related, non-tenure track career, and adjunct bargaining unit faculty members, based on a percentage of the total base salary paid to all eligible faculty members in the these classifications.

All faculty must be evaluated for merit; it is not permitted to opt out. In addition, regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.

A process is proposed whereby the AIM Executive Director reviews each faculty member for merit annually, and makes the recommendation of merit increases to the Academic Extension (AE) Executive Director. Note: Because of the small size of the AIM Program, these evaluations will be conducted by the AIM Program Executive Director only. The decision to entrust merit decisions to the program director will be confirmed annually by the faculty, or before each round of merit increases.

The AIM Program will recommend merit increases on the basis of systematic comparative evaluation of merit, and in consideration of each individual's professional responsibilities and total contributions in three performance categories, including teaching, service, and scholarship/research/creative activities.

Individuals will be ranked in each of these three categories according to the following evaluative scale: exceptional performance, exceeds expectations, meets expectations. Each merit review will be documented in a matrix, based on the process described above, and including a numerical rating for each category: meets expectations (1- 2 points); exceeds expectations (3 - 4 points); exceptional performance (5 points).

All faculty who are evaluated in the "meet" or above rankings will receive some merit increase. Expectations are defined in relation to descriptions in the Professional Responsibilities policy for AIM faculty, developed in response to Article 17 of the CBA.

Merit may be recognized in any of the three categories, however because the primary professional responsibility in AIM is teaching, greater weighting will be given to that category. Weighting for merit is 80% teaching, 10% service, and 10% scholarship/research/creative activities.

Review results will be maintained in the faculty member's personnel file. Actual merit awards are based on funding availability, and will be awarded as a percentage of base salary. The salary adjustment for each will be prorated based on percentage of employment (FTE). Faculty will receive written notification of merit increases

within five days after Program recommendations have been approved by the AE Executive Director and Provost's Office.

Merit considerations will be based on materials submitted by faculty, including an updated curriculum vitae (CV) annually that addresses the performance evaluation categories, and a narrative that addresses the rationale for merit increase within these performance categories. Examples are suggested below. AIM course feedback summaries and UO course evaluations for each course taught during the last academic year will be provided by AIM staff for inclusion in the merit review.

**Teaching**, can include information provided in student course evaluations, development of new courses, and information about student advising and mentoring in the online setting.

**Service**, which can include such things as (a) service to the AIM Program (e.g., ad hoc committees, service on the AIM Advisory Board), (b) AIM recruitment activities, and (c) service activities outside the program (whether those activities take place at UO, in the community, or nationally) when these activities relate to the AIM Program content areas.

**Research/Scholarship/Creative Activities**, which can include such things relevant to the AIM curriculum as (a) invited lectures, (b) a list of publications (books, edited books, articles, book chapters, expert blogs, etc.), (c) description of current relevant professional projects and/or consultancies, (d) conference papers and/or conference presentations, (e) research grants.