

 **Personnel: Cinema Studies Merit Increase Policy**

When performance-based (merit) raises are authorized for faculty the Cinema Studies program follows the below procedure:

1. All faculty, both TTF and NTTF, eligible for merit salary increases are asked to submit a current c.v. indicating activities since the last merit salary review and complete the Faculty Activity Report form provided by the program online. Student teaching evaluations for each faculty member are assembled, and any peer teaching evaluations done after the previous merit evaluation will also be included. A special file for each faculty member is assembled containing these materials. Reports on activities are kept on file to be consulted in future merit reviews for salary increases. All faculty must be evaluated for merit. It is not permitted to opt out of the evaluation. Regardless of type of appointment or FTE, each faculty member is eligible for consideration of the highest merit rating.
2. TTF who hold joint lines in Cinema Studies and another department/unit will receive their merit evaluation/ranking in his or her “home” department with input from the Director of the Cinema Studies Program. That input will be derived from a review of the materials assembled for Cinema Studies along with any additional relevant materials provided by the TTF member’s home department /unit. The Cinema Studies Director, based on his or her review of all the materials, will provide the home unit/department with the faculty member’s ratings in teaching, research, service, and equity and inclusion according to the following scores:

- 3 Exceeds Expectations
- 2 Meets Expectations
- 1 Below Expectations

In making the evaluation the Director will pay particular attention to both the quantity and quality of published scholarship, consider both the numerical ratings of teacher evaluations and what those numbers often do not show (e.g. large lecture, a required course, innovative, etc) and try to note the amount, the difficulty, and centrality of the service. The home department or unit will provide the program Director with a copy of their merit policy and this, along with documentation of the home unit/department’s evaluation of the TTF member, will be kept on file by the program.

3. The program’s standing NTTF committee will evaluate all program NTTF who are eligible for salary increases. Each NTTF faculty members participating in the committee will excuse him or herself from his or her own evaluation. The Program Director will compile a separate rating for that person on the same basis with input from the rest of the NTTF committee. Based on the collected materials the committee will rate each NTTF member’s performance within the categories of teaching, service, research and equity and inclusion according to the following scores:

- 3 Exceeds Expectations
- 2 Meets Expectations
- 1 Below Expectations

4. Unless otherwise noted in an individual NTTF member's contract, the NTTF member's scores for teaching will provide 90% of the evaluative score with the other 10% coming from service. After tallying the scores the committee will rank groups according to the percentage increments of merit increase available:

Far Exceeds Expectations
Exceeds Expectations
Fully Meets Expectations
Minimally Meets Expectations
Below Expectations
Far Below Expectations

Rankings of NTTF will be separate for career and adjunct instructors. All NTTF that receive a score of "Minimally Meets Expectations" or higher will receive a merit salary increase. All merit decisions will be documented and all documentation related to the merit decisions will be kept on file by the program.

5. All faculty will be informed of their raises after they have been approved.

