

## MERIT REVIEW POLICY for FOLKLORE and PUBLIC CULTURE

Approved by the Office of the Provost and Academic Affairs: October 17, 2017

### Principles and Procedures Used in the Folklore Program for Recommending Salary Merit Increases.

Core Faculty in the Folklore Program have developed and follow the university guidelines that salary raises be allocated according to systematic principles and procedures determined in each unit with the approval of the Dean and the Provost. TTF and Career NTTF shall be considered for merit raises. For TTF, merit increases shall be distributed on the basis of performance in the three realms of scholarship, teaching and service. For NTTFs, performance will be rated according to contracted duties. We make public the criteria and information on which salary increase recommendations are based. All faculty TTF and Career NTTF will provide a Faculty Activity Report. The model for the Faculty Activity Report is periodically re-evaluated to ensure that it continues to serve as a useful model for understanding faculty accomplishments in (for TTF) the three areas of scholarship, teaching and service, and for NTTF the duties and responsibilities outlined in their contracts.

Procedures we follow for purposes of determining salary raise allocations are:

1. All eligible TTF and Career NTTF with FTE in Folklore must be evaluated for merit. It is not permitted to opt out.
2. All eligible faculty members will be considered for the highest merit rating, in proportion to their FTE, regardless of the amount of their FTE.
3. All faculty who meet or exceed expectations will receive some merit increase.
4. Faculty will be informed of their raises after they have been approved and consistent with applicable Provost-approved processes.
5. The evaluation for merit includes review of performance since the last merit review, including taking into consideration performance review(s), (the current CV, and the Faculty Activity Report provided by the faculty member).
6. The documentation of the merit decisions will be tracked and maintained for both TTF and Career NTTF.
7. A merit raise committee is named by the Director of the Program; often the Executive Committee serves as the Merit Committee unless there are fewer than three faculty members on the Executive Committee. The Merit committee in conjunction with the Program Director makes available to the faculty, the Faculty Activity Report guidelines.
8. Rankings are based on an assessment of performance based on the criteria in the merit raise policy. For TTF: these scores are tallied, weighting research and teaching scores as 40% each and service 20%,

yielding a ranked list of merit candidates. For NTTF: these scores are tallied, weighting teaching and service in accordance with the faculty member's contract (e.g. 90% teaching and 10% service; 50% teaching and 50% service/administration; 10% teaching and 90% service/administration), yielding a ranked list of merit candidates. Committee members should bear in mind the varying (and sometimes heavy) course loads of different faculty members and their varying opportunities for meritorious teaching and service activities as they rank merit candidates.

9. The merit/equity/raise committee ranks all eligible TTF/Career NTTF members except themselves and the Program Director and makes a recommendation to the Director for the distribution of funds. If an NTTF or TTF faculty member under review is on the Executive committee, they will be recused from determining their own merit and equity raises.

10. The ranking and evaluation of merit/equity/raise committee members is done by the Director using advisory rankings provided by the merit committee.

11. The Program Director is ultimately responsible for the program's recommendations to the Dean of the College of Arts and Sciences consistent with CAS guidelines.

13. Upon request, the Program Director shall notify any faculty member of the composite ranking generated for that raise cycle, based on all ranking submitted by the individual faculty members and the raise/merit/equity committee.

#### Merit Increase Procedures for Career NTTF Faculty Members

The Program Director will consider performance reviews of the Career NTTF during the relevant evaluation period. If there has not been a performance review within the past year, the Program Director will perform such a review to evaluate the NTTF's performance of the duties and responsibilities described in their contract language and their current job duties. The Review Committee will solicit a report from NTTF faculty that addresses the conditions of their contract specifically. TTF faculty will provide reports to the Committee in keeping with the Faculty Activity Report. The Program Director's merit increase recommendation will be based on the extent to which the individual has met or exceeded expected performance of their assigned duties and responsibilities, as indicated by the relevant performance reviews.

When requested, the Program Director will provide the department's merit increase recommendations to the CAS Dean. The actual merit award will be based on funding availability and university criteria and is subject to Provost approval.