

LERC Policy on Merit Pay Increases June 2014

Merit increases are based primarily on the results of an annual evaluation of faculty performance and achievements. Each year, LERC faculty submit a report that describes their activities and achievements of the previous year in the areas of teaching, research and service. These reports are evaluated by LERC's Director along with program evaluations and other relevant evidence which may be available on faculty performance. Faculty also submit an updated curriculum vitae to the director along with their activity reports. A written evaluation is completed for each faculty member, and each has an opportunity to respond in writing or at a face-to-face meeting with LERC's director.

Merit increases are allocated by the Director based on these evaluations, in collaboration with one other faculty member, who will rotate year by year. The rotating faculty member will be selected based on time availability during the merit review period, with the understanding that this administrative function will be distributed as evenly as possible among LERC's core faculty (defined as tenure and career instructors).

The director notifies faculty of their merit increases in a written memo that is sent within two weeks of the merit allocation decision. Copies of these memos are placed in the personnel file of each faculty member. A copy is also maintained in a central personnel file by LERC's program manager.

Job expectations of LERC faculty are documented and communicated in several ways. Each position at LERC has a job description that outlines expectations. Further expectations are detailed in the process surrounding third-year reviews and during tenure promotions for tenure track faculty and promotion to career instructor for non-tenure track faculty. In addition, LERC holds a planning meeting each spring where tenure track faculty members and career instructors determine program assignments and departmental responsibilities for the coming academic year. These duties are then sent to all faculty in writing and posted on LERC's shared server. The annual evaluation may serve as another mechanism by which job expectations are communicated to LERC faculty.

The general criteria for evaluating tenure track faculty and career instructor performance are as follows:

1. Teaching – Effectiveness, creativity and innovation in non-credit and credit courses, conferences, workshops and institutes. Special attention is given to program development, new materials, relations with constituents and evaluations.

Research Scholarly Activity and Professional Development – Original analysis and investigation, applied research and research related to program development and delivery. Contributions are measured by the amount of published research, successful grant applications, consultative research, participation in professional

conferences and editorial work, and the impact of research work contributing to academic and public policy debates.

3. Service – Includes service to LERC and the University, the Oregon and national labor movements, and the broader community. Faculty are expected to serve on internal committees, consult with students and faculty from other disciplines, and make their skills and knowledge available to the community and to professional associations.

In general, all three of the above categories will be pertinent.ⁱ The weights assigned to each category may vary according to the rank of the individual, the individual's job description, and other special circumstances, including career awards or special administrative assignments. Not all LERC faculty members are expected to focus equally on each of these areas; differences in job expectations will be incorporated into the merit evaluation process. Merit raises are allocated to all tenured and career instructor faculty members who demonstrate meritorious performance in at least one category and fully satisfactory performance in all categories. Generally, merit increases are based on performance since the last merit raise, although contributions over a longer period of time may be considered. Faculty whose performance is either unsatisfactory in one category or who did not demonstrate fully satisfactory performance in at least one category are not eligible for merit increases.

Faculty who are career researchers, adjuncts, or on TRP appointments will be evaluated for merit increases based on performance that is linked to their specific appointments. These faculty are typically appointed on soft money and/or limited duration to carry out specific projects or course teaching. In evaluating their performance, the Director will review the terms of the appointments and their annual evaluations and provide merit increases for all faculty whose performance is fully satisfactory. Faculty members whose performance is deemed unsatisfactory will not be eligible for merit increases.

In addition to these general categories, the determination of merit pay may also take into account other worthy contributions to LERC's mission and strategic vision that may not be fully captured in any single one of these categories.

ⁱ This merit policy updates the 1990 policy approved by the Vice Provost for Academic Personnel, Lorraine Davis, which also identifies 1) Teaching, 2) Research, Scholarly Activity, and Professional Development; and 3) Service as the main criteria for merit evaluations.