

# Merit Increases in Salary in the Department of Mathematical Sciences

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## 1.1 Prologue

The Department of Mathematical Sciences criteria for awarding merit raises in salary is based on the same set used in promotion and tenure decisions. Our rationale for these standards is quite simple: Promotion and tenure are merit based decisions, and salary increases should reflect progress towards these milestones. To be eligible for a merit increase in salary, a faculty member will have performed above and beyond base level in one or more of the following:

- Effective teaching
- Quality service to the institution
- Active engagement in scholarly activities

The section following is intended to provide nonrestrictive exemplars.

## 1.2 Definitions and Examples

### Teaching

The primary purpose of Department of Mathematical Sciences is education, hence effective teaching is the first measure of merit. Given the diverse methodology of mathematics instruction, we look to an individual's performance both in and out of the classroom:

1. Effective classroom teaching: Through presentation of appropriate course content, through appropriate classroom management, and through proper utilization of classroom materials and equipment.

Faculty may document teaching effectiveness through course materials, student evaluations, student sampling, or peer and/or chairperson review.

2. Effective non-classroom teaching: Through interaction with students outside the classroom. Faculty may demonstrate effective non-classroom teaching by being available to student for consultation, formal and informal advising, by assisting students with academic projects including individualized and independent study direction, or by assisting with student (academic) organizations.

In addition, the following is significant and valued within the teaching role.

3. Curriculum development: Through participation in Departmental curriculum and program development. Faculty may demonstrate their participation in this effort by active participation in curriculum development projects, in instructional enhancement projects, or in presentation of workshops and seminars.

## **Scholarship**

In order to be a productive, developing educator, a faculty member must engage in scholarly activity. This activity may take many forms; these may include:

1. Contributions to the advancement of knowledge: Through an original inquiry into a topic in the discipline aimed at the advancement of knowledge for its own sake. Activities of this type lead to the dissemination of new knowledge, or interpretation or revision of existing knowledge through scholarly publications such as journal articles, monographs, or other means that require peer review.
2. Applications of knowledge: Through activities consistent with professional practice in the discipline. Activities of this type lead to the dissemination of new knowledge or the interpretation and transmission of existing knowledge in the recognized area of expertise such as reviewer for a scholarly journal or academic press, software development, editorship of a scholarly journal, professional consultation, or proposal writing and grant acquisition for support of professional activities.
3. Integration, verification and transmission of knowledge: Through presentations to and interaction with others in the discipline. Activities of this type lead to the successful dissemination of new knowledge or the interpretation of existing knowledge to students and colleagues in the discipline such as presentation at conferences and seminars, developing professional standards, writing text books and laboratory manuals, or developing new curricula.

## **Service**

The department, the university, and the discipline all rest on the shoulders of the faculty and depend on the effort of individuals to carry out their respective business. The Department of Mathematical Sciences also recognizes an individual's service to the community in which we live as a valuable contribution to the citizens. Service can take the forms:

1. Service to the Department: Through participation in Departmental affairs. Activities of this type may include active participation on Department committees, special assignments from the Department, initiating and/or directing workshops or seminars, directing special studies and preparing documents related to departmental evaluation or planning, or assuming administrative responsibilities.

2. Service to the College and University: Through participation in organizations of or completion of assignments for the College and University. Activities of this type may include serving on committees and task forces, serving on the faculty senate, or serving in leadership roles such as director of self study.
3. Service to the community: Through participation in activities beyond the university that are directly related to the faculty member’s professional interests. Activities of this type may include serving as consultant to other academic institutions, presentations to in-service teachers and other groups, or public lectures and presentations.
4. Service to the individual’s profession: Through active participation in activities that are essential to the operation of professional organizations. Activities of this type may include serving as officer of professional society, active participation on committees of professional societies, or organizing programs.

### 1.3 Procedures

#### Overview

The chair is responsible for determining Merit Raise values for each faculty member. The time line of the merit salary decision process is shown in Table 1.1

Table 1.1: Merit Salary Timeline

Sequence	Activity
1	Faculty Annual Conferences
2	Department Receives Allocation
3	Chair Establishes Merit Grid
4	Chair’s Recommendations to Dean

#### Specific Methods

##### Annual Conference

Each faculty member will meet with the chair for an *Annual Conference* during the Spring semester after submitting an *Annual Report*. The first purpose of the conference is to provide a venue for the faculty member to apprise the chair of the member’s performance and particular accomplishments for the past year. The faculty member’s Annual Report will be discussed. This Report will provide primary documentation of the faculty member’s professional activities for the year. During the annual conference, the chair and faculty member will review the acceptable ranges for distribution of the faculty member’s efforts among Teaching, Scholarship, and Service. The acceptable ranges are shown in Table 1.2

Table 1.2: Distribution of Effort Ranges

Activity	Range
Teaching	50% to 70%
Scholarship	15% to 35%
Service	5% to 25%

**Algorithm for Determining Percentages for the Initial Grid**

The chair will consider the faculty member’s performance, as documented by the Annual Report and Annual Conference, in each of the three main categories: Teaching, Scholarship, and Service. Each category will be assigned a value between 1 and 5, where integer values (the center of a range) represent the performance levels shown in Table 1.3.

Table 1.3: Merit Scores

Activity Level	Below Base	Base Level	Above Base	Meritorious	High Merit
Score	1	2	3	4	5

Each faculty member’s overall merit score will be the maximum possible weighted average of the category scores for Teaching, Scholarship, and Service, subject to the constraints imposed by the acceptable weight ranges listed in the preceding section and limiting the sum of the weights to 100%. The ordering of faculty members by percentage merit raise in the initial grid should closely match the ordering by overall merit scores.

In the event of capricious external forces, such as the difficulty in rewarding service during a year with a lack of legislative support shown by substandard appropriations followed by a year with more reasonable allocations, the need to include factors derived from previous time frames and long-term performance may be necessary. Such cases will require redress at the earliest possible opportunity.

**Forwarding the Recommendations**

The chair will forward the merit salary recommendations to the Dean of the College of Arts & Sciences along with necessary documentation in summary form. Supplementary documentation will be attached as appropriate.