

On September 8, 2010, the following guidelines were approved by a 14-1 vote by the faculty of the Department of Sociology and Criminology & Law.

## **DEPARTMENT OF SOCIOLOGY AND CRIMINOLOGY & LAW GUIDELINES FOR MERIT SALARY RAISES**

We recognize that it takes many types of faculty to make an excellent Department at a Research I University. While all faculty are expected to engage in research, teaching, and service activities, not all will engage in each at the same level. All activities are valuable, and exceptional work on any front is worthy of merit.

While the categories for evaluating meritorious performance are research, teaching, and service, many criteria exist within each of these categories; criteria within each and between each of these categories also vary. Because there are so many differing ways one can make a valuable contribution, no simple formula can be applied in making these evaluations. Merit increases must be based on an assessment of 1) faculty performance of assigned duties and accomplished activities during the merit period and 2) faculty performance of attendant responsibilities pertinent to employment in a university.

The merit period shall be the period of time since the end of the last merit period where merit funds were distributed unless otherwise directed by the Florida Legislature, University of Florida, or College of Liberal Arts and Sciences (CLAS) rule.

### **PROCEDURES**

- By annual election, the Department shall choose a Merit Raise Committee of tenured and tenure track faculty that can be functional over the summer. The elected salary committee consists of one member from each of the assistant, associate, and full ranks. The Chair shall appoint a fourth member to balance the composition of the committee. Each member's term is two years and consecutive terms are prohibited. Terms of committee members shall be staggered to ensure continuity over time.
- The Committee shall determine an appropriate method for managing potential conflicts of interest in evaluating their own cases.
- Faculty members will prepare the CLAS Annual Activities Report and supplemental material (i.e. any other documentation that the faculty member wishes the Merit Committee and Chairperson to have) to be considered in the merit evaluation.
- This Committee shall elect a Chair and review the Faculty Activities Report for the merit period, student evaluations for undergraduate and graduate courses, and relevant letters of evaluation from the Chair.
- This Committee shall then group the faculty according to its application of each set of criteria listed below (research, teaching, service) and then provide an overall

recommendation to the Chair for merit awards.

- These recommendations are advisory in nature with the Chair making the final salary recommendation.

## **CRITERIA**

A faculty member is expected to perform, as assigned, competently in the areas of teaching, research, and service. Performance is meritorious if it exceeds typical performance in quality or quantity. The following criteria are not meant to be all inclusive and are not given equal weight item by item.

### **Examples of research contributions include:**

- Published, or in press, papers in refereed journals.
- Published, or in press, a research monograph.
- Published, or in press, chapters in edited books.
- Obtained or held a competitive grant or contract.
- Applied for a competitive grant or contract.
- Edited a scholarly book or journal.
- Presented papers or invited symposia/seminars at professional meetings. Received an award or honor or other recognition for a history of research/scholarly excellence.

### **Examples of teaching contributions include:**

- Student evaluations, compared with the Department and College means, for both undergraduate and graduate courses, and other evidence of teaching excellence submitted by the faculty member as part of the Annual Activities Report.
- Contribution to the Teaching mission of the Department regarding General Education, Gordon Rule, Large sections, UF priorities (e.g., Honors courses or the course in Cultural Diversity) and courses required for our major (in particular, this refers to a willingness for faculty members to be flexible on their personal teaching preferences and teach courses that the Department needs to offer).
- Development and application of innovative teaching methods.
- Published (or forthcoming) of a textbook, manual, or handbook for teaching purposes.
- Development and teaching of a new course.
- Supervision of students in Internships, Independent Studies, Honors, and for supervision of students competitive in CLAS research (or similar) awards.
- Chairing of Doctoral and Masters Graduate committees; serving on Graduate committees.
- Received an award or honor for excellence in teaching not already entailing a salary increase.
- Peer evaluations of teaching.

### **Examples of service contributions include:**

- Department Administration of Undergraduate Coordinator, Graduate Coordinator, and Associate Chair.
- Department, College, or University Committee service.
- Mentoring of junior faculty.
- Department computer and CLASNET work (on behalf of the Department)
- Chaired or organized a professional symposium, session, or meeting.
- Reviewer or panelist on proposals for funding agencies.
- Reviewer of scholarly papers for publication or grant proposals.
- Held office in a professional society, or served on an editorial board.
- Chaired a program session at a professional meeting.
- Service to the community, state, nation, and international community and profession as part of the role of University professor.
- Contributions that enrich the spirit of the academic community of the Department.

These criteria and procedures have been proposed, discussed, and approved by the departmental faculty. They are subject to periodic review and revision by the faculty.

Should any part of the Department's published procedures conflict with those established by the College or University, the Department's practices will be pre-empted.