

## Department of Psychology: Outline procedures for merit and related faculty evaluations

### Adopted by the faculty 02-22-2011

- The Department shall have a standing Merit committee, comprised of one member from each area, and elected to 2 year terms by the faculty at large as specified in the by-laws. Each year, the new Merit Committee shall elect a returning member to serve as its chair.
- In early Spring, the College makes available the template with which faculty should prepare their annual activities reports (AARs) including copies of peer and summary student teaching evaluations. The completed AARs are due at the College by mid-April, so the Department AAR receipt deadline is on or about March 15<sup>th</sup> and should be as a pdf. A current CV should be submitted as a separate document: **no other materials should be submitted**. The CVs will NOT be provided to the merit committee for their review, but will be reviewed by relevant faculty as described in the last bullet of this document and by the Department Chair and in accordance with College instructions will be in the final packet forwarded to the college.
- About March 15<sup>th</sup>, the Chair shall meet with the elected merit committee and charge them with reviewing the totality of the evidence, and using their best professional judgment to rate the AAR. The Chair will instruct the committee to evaluate teaching, research, and service in accordance with a faculty member's assignment during the past year. A 5 point rating scale should be used: **1=outstanding, 2=strong, 3=acceptable, 4=weak, 5=very weak**. Merit committee members should make their determinations independently. It is recommended that graduations finer than 0.5 not be used.
- Shortly after this meeting, the merit committee members will be provided with electronic copies of each faculty member's AAR and teaching materials. They also will be provided with a copy of the Departmental tenure and promotion guidelines and with forms on which they will enter numerical ratings and optional brief comments. Members typically have 7-10 days to complete the forms. The merit committee members rate each other member of the committee using a separate form, and members do not rate themselves. Each merit committee member sends both of their initial rating forms to the Department Chair. The Department Chair de-identifies the raters and then sends the ratings of faculty members (but not those of the merit committee members) to the merit committee which shall meet to discuss any major discrepancies. Each merit committee member may adjust his/her rating(s) for faculty member(s) as a result of the deliberation, and the adjusted ratings are given to the Department Chair.
- The Department Chair will then combine the ratings to form a merit score and relative standing for each faculty member. This final score sheet will be provided to the Merit Committee.
- The Department Chair will inform each faculty member of his/her merit score and relative standing, as well as department-wide statistics, as part of the annual letter of evaluation. The Chair also includes in the letter any key comments made by the merit committee members.
- These scores and relative standings are used by the Department Chair to help determine merit raises in years when such funds are available. Merit scores and relative standings also will be included in any Tenure and Promotion documents. If merit raise funds were not available in

previous year(s), then a faculty member's merit scores since the last merit raise shall be taken into account.

- Separate from but concurrent with this merit process, ALL Full and Associate Professors will be provided with the CVs of Assistant Professors and they will be asked to make a statement about progress toward promotion and tenure to the Department Chair. This result will be communicated to the Assistant Professor in the Chair's annual letter of evaluation. During their **third year** in rank, Assistant Professors and Lecturers shall instead complete a "third year evaluation" packet (essentially a mock T&P document) and this will be evaluated by Full and Associate Professors for progress toward promotion and tenure. All Full Professors will be provided with the CVs of Associate Professors and likewise asked to make a determination of progress toward promotion, and this result will be communicated to the faculty member.