

Department of Geography and Planning Appalachian State University Merit Pay Rating System

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The Merit Pay Rating System was developed to describe effective performance as applied to the previous year and/or since last the merit pay allocation. This rubric provides examples of activities placed into qualitative categories used to assign summary performance scores for teaching, research, and service: needs improvement, acceptable, and excellent. The categories correspond to the summary performance scores from the faculty annual evaluations.

Procedure for Merit Pay Rating System

- 1) The Department Chair will examine all pertinent annual review materials and assign a ranking from 0 to 2 for the categories of teaching, scholarship, and service.

0 = needs improvement

1 = acceptable

2 = excellent

- 2) Teaching, research, and service performance are weighted evenly in the rubric. The percent multiplier would need to be adjusted based on the total merit pool available each year. Recommended multipliers are 0 for a performance ranking of 0 (needs improvement) or 1 (acceptable) and greater than 2.0% for a performance ranking of 2 (excellent). Therefore, merit pay is only available for performance value of 2 (excellent), as a ranking of 0 (needs improvement) or 1 (acceptable) is not meritorious.

The total amount awarded by the merit rubric (and any mandated minimum raise) would leave a discretionary pool of funds for the Chair to make any additional adjustments; it is recommended that the Chair should have a discretionary pool of 25% of the total merit pay funds in any year for additional merit adjustments. There are many examples of why a discretionary pool is needed, but one would be an individual having two high-performing years in cycles with zero (or low) pay raises, followed by a year with a large merit pool. An adjustment to the person's salary to reward excellent performance in the years with small overall pay raises could then be made. If there are multiple years between raises, the Chair should average the teaching, research, and service categories for the years back to the last raise so that all years of merit count.

Merit Pay Performance Ranking Rubric

The following rubric describes documented indicators of performance; a combination of many of the individual items listed would be used to determine the final rating as one item in itself may not thoroughly represent effective performance in that category. Ultimately, this rubric is a guideline for determining merit ratings for faculty members and the Department Chair has discretion in its application and implementation.

Teaching

Rating 0: Needs Improvement

- Teaching substantially below the median for peers
- Consistent of multiple instances of feedback from students or peers
- Minimal engagement with Department's educational mission

Rating 1: Acceptable

- Teaching within range of the median for peers
- Satisfactory evaluation of teaching performance (both quantitative and qualitative) from student and peer reviews
- Documented substantial revision of existing courses
- Good/Very good feedback from peers and students
- Attending professional development workshops related to teaching at professional conferences, or equivalent
- Documented development of new courses
- Contributing to new instructional program development
- Development of innovative pedagogical methodologies and materials
- Direction of independent student research and independent studies
- Development of interdisciplinary courses or workshops integrating faculty and disciplinary materials from other departments
- Developing courses for interdisciplinary programs, e.g., Global Studies, Interdisciplinary Studies, Sustainable Development, Environmental Studies, First Year Seminar, Honors College, and General Education
- Development and implementation of non-commercially published instructional materials (e.g. laboratory manuals, readings, computer programs, video/dvd)
- Submission of external and internal grant proposals to improve instruction Service on PhD, Master's or Honor's committee (dissertation, thesis, internship, comprehensive exam)
- Supervision of internships or student teaching
- Organizing and leading international study abroad trips

Rating 2: Excellent

- Excellent quantitative and qualitative evaluations of teaching performance from students and peer reviews
- Publication of widely adopted or well-received instructional materials (e.g. books, manuals, videos, computer programs)
- Receipt of external funding to improve instruction

- Chairperson of Master's and/or Honor's theses
- Supervision and co-authorship of multiple first-authored undergraduate/ graduate research presentations at professional meetings or presentation with significant student contribution.
- Supervision and co-authorship of a first-authored student publication(s) or publication with significant student contribution
- Receipt of university, regional, state, national awards (e.g., Outstanding Teaching Award, Award for Outstanding Master's Thesis)
- Recognition of outstanding teaching materials (textbooks, books)
- Award for outstanding scholarship related to teaching (e.g. Journal of Geography Best Paper Award)
- Receipt of large award(s) (more than \$20,000) to improve geography or planning instruction

Research

Rating 0: Needs Improvement

- Attended but did not present at a conference
- Less than one paper published every two years

Rating 1: Acceptable

- Had minimum number of significant products (e.g., two products in three years)
- Submitted one paper to a journal
- Presented a paper, poster, or panel on research at one conference
- Number of publications greater than the minimum expected amount (e.g., more than two papers every three years)
- Presented different papers at multiple academic conferences
- Invited to speak at a university or conference
- Documented effective participation in interdisciplinary or inter-institutional collaboration
- Submission of an internal or external grant proposal

Rating 2: Excellent

- Number of publications much greater than the minimum expected amount in accordance to each sub-discipline's expectations
- Received internal or external funding for a substantial amount of funding
- Receipt of contracts and/or funding to support graduate/undergraduate student work.
- A submitted grant proposal for a significant amount (e.g., greater than \$20,000) of federal funding was positively reviewed (e.g., NSF, NASA, USDA) and will be resubmitted, if not funded the first time
- Edited an academic work such as a book or other edited volume
- Publication in a very highly rated journal
- Received an award for an outstanding publication
- Received an award for scholarship
- Received a large sum in external funding
- Significant number of submitted papers accepted for publication in highly rated journals
- Publication in an exceptionally prestigious journal

Service

Rating 0: Needs improvement

- Substandard participation in student advisement (e.g., no detailed notes in Degree Works, not meeting with advisees, complaints to Chairperson)
- Irregular attendance at department faculty meetings
- Minimal service on departmental committees
- Not attending any department events such as award ceremonies, graduation, open houses, and/or invited events

Rating 1: Acceptable

- Engaged participation in student advisement
- Service on multiple departmental committees
- Updating individual information on department faculty website annually (including CVs)
- Membership on departmental, college, or university committees (e.g., General Education) focused on instruction
- Service to the College of Arts and Sciences, university and/or professional organizations
- Attendance at departmental events including award ceremonies, graduation, open houses, and invited events
- Substantial community or university service project
- Service to professional organizations
- Service at professional meetings
- Serving as an advisor with student organizations
- Chairing several departmental committees
- Reviewing a manuscript for publication in a journal
- Participating in or organizing fundraising projects for scholarships in the departments
- Contributing/developing an annual department newsletter that includes all faculty and graduate students
- Grant or manuscript reviewer for multiple manuscripts for state, regional, or international organizations or for a refereed journal
- Documented involvement in promoting the department such as assisting with the Department Newsletter, UComm news, sharing jobs links or news events on Department Social Media platforms (Twitter, Instagram, Facebook)
- Involvement in interdisciplinary university activities (e.g., Global Studies, Sustainable Development, Environmental Science, Appalachian Studies, General Education)

Rating 2: Excellent

- Chairing a significant departmental committee Chair of a professional organization
- Chairing a college, General Education, or university committee
- Program committee for an academic conference
- Officer in a professional organization
- Member of editorial board of a refereed journal
- Chairing several significant departmental committees
- Serving on state or federal committees
- Receiving an award (college, university-wide, local, state, regional, national) for service

excellence

- Serving as program chair for an international, national, regional or state professional organization
- Serving in high offices of professional organizations Editor of a refereed journal