

The Department of Political Science

The Merit Personnel Advisory Committee (MPAC) Adopted 10/11/98

Composition

- ❑ The Merit Personnel Advisory Committee will consist of six members selected randomly. The department chair sits as a voting (seventh) member of the MPAC.
- ❑ Each member serves a two-year term with three members rotating off the committee each year.
- ❑ Members will be selected in such a way as to insure that everyone on a continuing contract (whether tenured, tenure track or multi-year contract) rotates onto the MPAC in the shortest time frame possible. As each member rotates off the MPAC he or she is ineligible to serve again until everyone has been called upon to serve. However the ratio below must be maintained and will take precedence.
- ❑ At all times there will be two assistant professors and four who are associate or full professors.
- ❑ Service on the MPAC is considered a duty of all continuing faculty, but the department chair may excuse any individual from serving if doing so constitutes an undue hardship.
- ❑ Faculty who are in the first year of a multi-year contract are invited to sit in as observers in their first year.*

Procedures

- ❑ The MPAC evaluates everyone for the purposes of the annual review upon which merit raises are based.
- ❑ Each MPAC member will carefully review the materials of every continuing faculty member. Each MPAC member is responsible for looking at all supporting material as well. In addition, each MPAC member will be assigned some faculty members for who he or she is to be particularly knowledgeable. He or she will be responsible for clearing up any ambiguities in that person's Faculty Performance Survey and making sure that all supporting material is received and reviewed. He or she will be prepared to make sure that the MPAC overlooks nothing of importance and that it does not misinterpret material in its discussion. Each person in the department will have the opportunity to answer questions concerning his or her performance before the MPAC meets.
- ❑ The MPAC will evaluate each continuing member of the department who is not a member of the MPAC before rating any MPAC member. After all non-MPAC members are evaluated; the MPAC will adjourn. There will be a second chance meeting at which time the MPAC will review its ratings and make sure that nothing was overlooked and that there are no inconsistencies. At this time, ratings can be adjusted. Only after the MPAC feels confident that it has fairly reviewed all other faculty members will it begin to evaluate its own members. Each person will leave the room while he or she is being evaluated.

*Any current faculty members who have not yet served on the MPAC are invited to sit in as observers. If a new faculty member cannot for some reason observe the MPAC in the first year, then he or she may do so as soon as possible. New faculty are encouraged however to observe the MPAC during the first year.