

School of Art & Art History

Annual Evaluation and Merit Raise Procedures

Approved by faculty 4/24/09

Introduction

This document describes the methods and procedures used in the annual evaluation of faculty and the determination of merit raises. It applies to all full time RTA, tenured, and tenure-track faculty in the School of Art & Art History.

Policy on Annual Evaluations

In conducting the annual evaluation, the School Director will consider the performance of the faculty member according to the document, "School of Art and Art History Guidelines and Criteria for Evaluating Teaching, Professional Service, and Scholarly Achievement and Professional Qualifications".

Each faculty member will provide two documents for the School Director to use in the evaluation process, by May 15 of each year:

"The Annual Activities Report" (AAR) documents the faculty member's accomplishments from May 16 of the previous year to May 15 of the current year. It also includes a Self-Evaluation summary for each area of evaluation.

"The Anticipated Activities Plan" (AAP) outlines the faculty member's professional plans and direction for the upcoming year.

Templates are provided that faculty must follow when completing the two documents. The documents should be submitted both electronically and in hard copy. The completed documents for each year are kept in the faculty member's file in the school office.

Evaluation Procedures

The School Director is solely responsible for completing the evaluation process in accordance with the school's approved tenure and promotion guidelines found in "Guidelines and Criteria for Evaluating Teaching, Professional Service, and

Scholarly Achievement and Professional Qualifications”.

The evaluations are based on the activities reported in the current AAR and with reference to the goals and percentage weights stated in the previous AAP for the year being reviewed, if available.

Evaluations in each of the three areas are made on 9-point scale with three categories:

- Excellent (7 – 9)
- Satisfactory (4 – 6)
- Unsatisfactory (1 – 3)

The overall evaluation is summarized as either Satisfactory or Unsatisfactory.

Evaluation Appeal

A separate document on the “School of Art and Art History Annual Evaluation Appeal Policy” outlines the procedure for appeal of an annual evaluation.

Policy on Merit Raise Determination

65% of the Annual Merit Allocation will be distributed equally among the faculty members who are eligible for merit. To be eligible, faculty members must receive a minimum rating of 4 in each category and must have an average a rating of 5 or higher for the year after the category percentage weightings on the faculty member’s AAP are taken into account.

The remaining 35% of the Annual Merit Allocation will be distributed incrementally to reward faculty members with the highest average rating scores, with a minimum average score of 6.5 required. The amount awarded will vary based upon the amount of available money and the number of eligible faculty, but shall not be less than \$500 per award, starting with the highest award score and working downwards. In cases of exceptionally high ratings, up to 3 increments of \$500 may be awarded per faculty member. Any money that does not fit into a \$500 increment may be divided and added to the \$500 awards or may be given as a separate, smaller award, at the discretion of the School Director.

If the Annual Merit Allocation was not available in the year prior to the current review, the Merit Allocation money will be distributed based upon an average of the current and previous year, if the data is available. If the Annual Merit Allocation was not available in the two prior years, the average of the three years will be used, if possible. (In the case of faculty who were not here for three years, the available rating scores will be used.)

Procedure for Merit Raise Determination

A combined rating score is determined by taking the points for each category multiplied by the pre-determined category weight as projected on the faculty member's AAP and then adding them together. To find the average rating score, the combined rating score is divided by three and it will be rounded up to the nearest half decimal. To qualify for a Merit Raise, the resulting score must be 5 points or higher and to qualify for an additional Merit Raise, the resulting score must be 7 points or higher.

Since the pre-determined category weight can significantly alter the outcome of the final rating score, faculty are encouraged to review their projected percentages with the School Director at the time of the discussion of the Evaluation each fall.