

REVISED POLICY – 8/15/08

MERIT PAY POLICY – JMU SCHOOL OF THEATRE AND DANCE

By the consent of the faculty, it is the School Director who makes merit pay decisions, not the PAC or a special merit committee.

The School Director uses the general criteria for evaluation of faculty which were created for tenure and promotion procedures, but may also place special values on those things which have little built-in reward, such as:

- Administrative functions
- Program coordination
- Important and time-consuming committees

The School of Theatre and Dance is highly production oriented, so almost everyone is actively involved in school events throughout the year. Each faculty member has specific functions, although they may change from year to year. Therefore, there must also be some flexibility in merit evaluations. Many activities do not fit neatly in the traditional areas of teaching, scholarship and service.

The current system evolved from a university committee report completed in 1995, which made merit system recommendations, including the possibility of weighting and adjusting areas.

- The school has a document for weighting the traditional three areas of faculty evaluation. This reflects expected activities in both volume and quality.
- Annual Faculty Evaluation Form is submitted in May by each faculty member. The categories relate to the school Tenure and Promotion document and end with a proposed Faculty Activity Plan. These are reviewed during the summer by the School Director.
- The volume and quality of activities by individual faculty members are compared to each other for relative merit. Current evaluation forms are compared to past performance of individual faculty members to examine individual and professional growth or lack thereof. Judgments are then made regarding weighted intentions versus actual performance. An attempt to define “excellence” is made from the criteria set in the Tenure and Promotion document, with the expectation that “excellent” is a rating applied only in truly exceptional years. In other words, it is an annual evaluation, not a cumulative one.
- The rating in each area is given as score based on these guidelines: Excellent (3), Very Good (2), Satisfactory (1), Unsatisfactory (0). The score is then weighted from the previously approved FAP. The overall score is totaled.
- A pay percentage increase (equal to 50% of the merit pool allocation) will be given to all faculty who are rated as satisfactory in their annual evaluation. The remaining 50% of the total merit pool will be divided into merit units of fixed dollar amounts. Each faculty member scoring a “Very Good” in an evaluation area will receive one merit unit for that category. Each faculty member scoring an “Excellent” in an evaluation area will receive an additional merit unit for that category. Therefore, the maximum number of merit units that any faculty member could receive would be six, (3 areas times two units). The minimum number of additional merit units that a faculty member could receive would be zero (by receiving all “Satisfactory” ratings). The number of units and thus their value will depend upon the overall scores of the faculty.
- Ultimately, any faculty member may dispute their merit pay award to the Dean of the College.