

Approved by the department faculty members and CSM Dean on 05/08/09

(Amendments March 2012)

Annual Evaluation by the Academic Unit Head

The AUH evaluates each faculty member at a performance level and with a numerical rating in each of the evaluation categories of Teaching, Scholarship, and Service. The performance levels are as follows:

Performance Level	Numerical Rating Range for Performance Points
Excellent	1, 2, 3
Satisfactory	0
Unsatisfactory	-1

The AUH will give consideration to the AUPAC reports when made (see section C in the Promotion and Tenure document), the faculty member's SAR and any supplemental documents submitted by the faculty member, and student evaluations. In addition, a faculty member and the AUH may agree on other sources for evaluation evidence (such as in-class visitation).

Merit raises shall be linked to the annual evaluation performance level/rank the following way: Fifty percent of the merit raise pool will go to faculty as a percentage of their salary for satisfactory performance. If a faculty receives an unsatisfactory performance rating, they shall receive no merit in that category.

The remaining 50% of the merit raise pool shall be divided by the number of performance points above satisfactory on a 3-year rolling average, and each faculty shall receive additional raise based on their performance points.

For example, if there is a merit raise pool of 4% all faculty with satisfactory performance will receive a merit raise increase of 2% based on their salary. If the remaining raise pool for faculty is \$40,000, then the 3-year average performance points of the faculty is divided into \$40,000. For example, if there was a 3-year average of 40 faculty performance points (Year 1: 35 pts, Year 2: 45 points, Year 3: 40 pts. Therefore, $(35+45+40)/3 = 40$), then for each performance point earned, a faculty would receive an additional \$1000 from the raise pool. So if a faculty member had a 3-year average performance points of 3 (Year 1: 2 pt. Year 2: 3 pts., Year 3: 4 pts.; $[2+3+4]/3=3$), and had a salary of \$75,000 they would receive a merit raise of $\$4,500 = (\$75,000 \times 0.02) + (\$1,000 \times 3)$ for a new salary of \$79,500.

The head may also confer with the Dean about additional salary compensation for selected faculty.