



Office of the Provost

Department of Sociology and Anthropology

Merit Pay

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Office of the Provost
James Madison University

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Department of Sociology and Anthropology
Guidelines for evaluating annual performance and allocation of merit pay

Annual Reports

The Merit Pay Committee (MPC) is a five member committee comprised of the Academic Unit Head (AUH), both the Sociology and the Anthropology Program Coordinators, and one member from each program. The members of the MPC will independently conduct annual evaluations of faculty in years when merit money is available and in years when no merit money is available. Each will use the established criteria for the department and rate each faculty member as Excellent Plus, Excellent, Satisfactory, or Unsatisfactory in each of the three areas of teaching, scholarship, and service. The MPC will convene to discuss their evaluations and come to a joint decision regarding the ratings for each faculty member. This system results in 3 ratings overall for each faculty member.

By May 15 of each year, faculty in SOCI/ANTH are required to complete both a Faculty Annual Report (FAR) and Faculty Activity Plan (FAP). The forms will be distributed to faculty by mid-April.

The FAR provides a summary of activities in teaching, scholarly achievement, and service for the past academic year, running from May 1- April 30.

The FAP asks faculty to indicate anticipated or desired teaching assignments and provides a summary of the type of research, and service in which the faculty member expects to engage in the coming year.

By August 1, the AUH will send to faculty members an Annual Evaluation letter that reports the ratings in each of the three categories as designated by the MPC.

A faculty member wishing to appeal their Annual Evaluation must contact the AUH in writing (or by email) within one week of receiving the AUH notification. Because evaluation letters are distributed during the summer, the deadline for filing an appeal is August 31. The faculty member requesting the appeal should provide a basis for the appeal.

Upon receiving a request for an appeal, the AUH will convene a meeting of the MPC at the earliest possible date, but no later than September 15, to review the faculty member's request for appeal and the MPC's initial evaluation.

In considering the appeal, the crucial questions for the MPC are whether all relevant information was objectively reviewed by the MPC, and whether the MPC evaluated similar achievements among similarly situated SOCI/ANTH faculty members using the same standard of judgment. (*See JMU Faculty Handbook Section III.E.4.g.*)

Within one-business day after the MPC has met to review the appeal, the AUH will schedule a meeting with the MPC and the faculty member – at the earliest possible date, but no later than September 30 – to explain the MPC’s response to the faculty member.

If the MPC decides to adjust the initial evaluation, the AUH will make the change no later than October 15.

Merit Pay Allocation

All raises are based on merit and are tied to the annual evaluation-of-faculty process outlined above. The MPC considers ratings of Satisfactory, Excellent and Excellent Plus meritorious. Ratings of Unsatisfactory are not considered meritorious. Following the SOCI/ANTH Evaluation Guidelines, the MPC will award merit points in the areas of teaching, scholarship, and service.

Sixty-five percent (65%) of the total merit pool shall be allocated to faculty with at least “satisfactory” ratings in teaching, scholarship, and service. Because achieving “satisfactory” *is* meritorious, because we have compressed and inverted salaries in our department, and because most merit pools are the equivalent (or less) of a “cost of living” raise, this money will be divided equally among all the faculty who achieve this benchmark.

Thirty-five percent (35%) of the merit pool shall be allocated to the rating of “Excellent” and “Excellent Plus” (as outlined by one of the scenarios below), or “high merit.”

The proportion of the 35% allocated to “Excellent plus” will be left at the discretion of the Merit Pay Committee with the understanding that *the additional dollar amount of an Excellent Plus be worth no less than ¼ but no more than ½ the dollar amount of an Excellent.* This is left variable from year to year as the number of Excellent +s directly affects the amount given when worked out as a percentage of the 35%.