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## CEE Merit Review Process

### Introduction

This document outlines a process for conducting merit assessments in CEE. The process is in conformance with the Faculty Code Sections 24-55 and 24-57 (see Appendix).

### CEE Merit Review Process

In conformance with the Faculty Code, the merit review process in CEE is as follows:

1. Faculty members shall evaluate all other faculty in their respective divisions or groups. In CEE these groups are: (1) Transportation and Construction, (2) Structures and Geotechnical, and (3) Environmental and Water Resources.
  - a. The process for conducting this review will be documented on forms submitted to the faculty for their completion and, upon completion, submitted to the Assistant to the Chair for tabulation. The evaluation forms will include three categories: teaching, research, and service.
  - b. The primary resources for conducting this assessment of group faculty will include individual yearly activity reports and up-to-date CVs. These documents will be available via secure online access.
2. A committee of three full professors elected by the faculty at large will decide on the initial merit assessments for all faculty. This committee will manage the evaluation process based on criteria consistent with the faculty code, and if available, criteria established by a vote of the faculty. The committee will serve a staggered 3-year term, with one professor replaced each year by a newly elected member. All full professors will be nominated to serve, but no full professor can serve more than two consecutive terms. Ordinarily professors from all three groups will be represented, but no more than two faculty from any one of the three groups can be on the committee at the same time.
3. The recommendations from this review process for the assistant and associate professors will be presented, discussed, and voted upon by the faculty with greater rank within CEE in accordance with Faculty Code Section 24-55.
4. The recommendations from this review process for full professors will be determined by the Department Chair using recommendations provided by the elected committee.
5. The Department Chair will do an independent merit assessment of the three committee members.
6. Consistent with Faculty Code Section 24-57 appeals with respect to merit determinations will be dealt with by the Department Chair and/or the Dean.

**Appendix**  
**Selected Portions of Faculty Code Sections 24-55 and 24-57**

For convenience, the major elements of Sections 24-55 and 24-57 relating to merit are:

Section 24-55

- Merit and salary of each faculty member below the rank of professor shall be considered by the voting members of the department...who are his or her superiors in academic rank, and they shall recommend any salary increase which they deem merited.
- If the recommendation is a department one, the chair shall transmit it to the dean with any supporting data the dean may require. If the chair does not concur in the recommendations he or she may also submit a separate recommendation.

Section 24-57

- Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.
- Yearly Activity Report: Each department shall adopt a suggested format by which each faculty member will have the opportunity to provide information on professional activities carried out during the prior year. These reports shall be prepared in writing by each faculty member and submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as a source of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year.
- Regular Conference with Faculty: Each year the chair, or where appropriate the dean or his/her designee, shall confer individually with all lecturers and assistant professors. The chair (or dean or his/her designee) shall confer individually with the Associate Professors at least every two years and with the Professors at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to Section 24-55.
- At each such conference, the chair, dean, or his/her designee, and the faculty members shall discuss 1) the department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments; 2) shared goals for the faculty member's teaching, scholarship and service in the forthcoming year (or years, as appropriate) in keeping with the department's needs and goals for the same period; and 3) a shared strategy for achieving those goals.
- The chair, dean, or his/her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the faculty member during the coming year(s), taking into account the academic functions described in Section 24-32. The chair, dean or his/her designee should make specific suggestions, as necessary, to improve or aid the faculty member's work.

- **Footnote #1: *Documentation for Recommendations for Promotions, Tenure, and Merit Increases.*** In submitting to the President's Office a recommendation for promotion in rank or the granting of tenure or merit salary increase, the dean of the school or college is requested to present a detailed documentation of the recommendation. The primary data would originate from the department. Faculty and chairs are directed to give careful attention to all phases of the candidate's service to the school or college and the University. Characteristic types of contributions to the University are described in the following terms:
  - Teaching. An essential qualification for the granting of tenure or for promotion is the ability to teach effectively. Some elements in assessing effective teaching are: the ability to organize and conduct a course appropriate to the level of instruction and the nature of the subject matter; the consistency with which the teacher brings to the classroom the latest research findings and professional debates within the discipline; the ability to stimulate intellectual inquiry so that students develop the skills to examine and evaluate ideas and arguments; the extent to which the teacher encourages discussion and debate within the course to enable students to articulate the ideas they are exploring; the availability of the teacher to the students beyond the classroom environment; the regularity with which the teacher examines or re-examines the organization and readings for a course and explores new approaches to effective educational methods. A major activity related to teaching is the instructor's ability to participate in academic advising and counseling, whether this takes the form of assisting students select courses or discussing the students' long-range goals. The faculty member's concern for the progress and well being of the students is an inseparable adjunct to the classroom.
  - Research. All members of the faculties must demonstrate scholarly ability and attainments. Their qualifications are to be evaluated on the quality of their published and other creative work, the range and variety of their intellectual interests, their success in training graduate and professional students in scholarly methods, and their participation and leadership in professional associations and in the editing of professional journals. Attainment may be in the realm of scholarly investigation in the realm of constructive contributions in professional fields, or in the realm of the creative arts.
  - Service. The scope of the University's activities makes it necessary for members of the staff to engage in many activities outside of the fields of teaching and research. These may include participation in University committee work and other administrative tasks, clinical duties, and special training programs. The University recognizes the value of its staff in rendering these internal services as well as extramural professional services to schools, to industry, and to local, state and national organizations.
- **Footnote #2: *Faculty Salary Policy.*** The University's Salary Policy is founded upon the principle that individual salary decisions must be based on merit as assessed by a performance review conducted by faculty and administrative colleagues. Salary adjustments for performance and retention, as well as salary awards stemming from differential unit performance and marketplace gaps, are based upon a consultative process of faculty and administrative evaluation. Merit/performance evaluations are unit-based and reward the faculty for their contributions to local units as well as to the University's goals.