



Department of Social Work  
University of Wisconsin Oshkosh

## **Merit Policy**

(Revision approved December 4, 2003 by Department of Social Work Faculty)

### **INTRODUCTION**

This policy is in conformance with General University Policy, GEN 2.1 and 2.2 of *The Faculty and Academic Staff Handbook*. The Department's Merit Policy will be reviewed biennially in accordance with College of Letters and Science policy.

### **EVALUATION PERIOD**

- Each tenured or tenure-track faculty and teaching academic staff member with continuing contracts will be evaluated for salary administration (merit) every two years.
- Each evaluation will cover two calendar years of performance since the last review and will establish the merit component and eligibility for across-the-board adjustments (solid performance) for pay plans in the coming biennium.
- Newly-hired individuals will receive a percentage increase for their second year equal to the average increase in the campus pay plan. If the evaluation cycle falls during their second year of employment, they will be evaluated on their performance to date (GEN 2.1-C).

### **ELIGIBILITY FOR MERIT**

- All tenured and tenure-track faculty and continuing academic staff are eligible to apply.
- Eligible members who have submitted the following materials to the Chair who will in turn distribute it to all Committee members:
  1. Student teaching evaluations for all courses taught since the last period of review.
  2. A written narrative summarizing teaching, professional and scholarly growth, and service to the Department, University, and Community.
  3. A summary detailing activities performed under release time assignments; administrative assignments including advising, field coordination, chair, or

scholarship activities for those faculty with a curriculum modification plan.

- The non-administrative component of the Chair's performance (50%) is evaluated by the Department Merit Committee. The administrative portion of the Chair's merit (50%) is determined by the Dean's office. The Departmental process will otherwise be the same as for all other eligible faculty.

### **MERIT COMMITTEE**

- The Merit Committee shall consist of all faculty eligible for merit consideration.
- The Merit Committee shall meet and allow each eligible member to present a brief oral summary of materials or answer member's questions prior to balloting.
- A valid evaluation must include a written statement of what can be done to strengthen performance in each case where an individual is rated fair or poor. Failure to do so will eliminate the ballot from the evaluative process.
- The Chair shall distribute evaluation ballots to all eligible members.
- After confidential balloting, ballots shall be returned in a sealed, unsigned envelope to the Department Secretary who will either calculate the points, or use the Testing Center to do so, as determined by the Merit Committee.

### **EVALUATION CRITERIA**

- Teaching and professional and scholarly growth each count 40%, and service accounts for the remaining 20%. Possible scoring ranges from 0 to 25 points.
- For those with a curriculum modification plan in place during the period of review, the categories will be proportionally weighted to reflect the emphasis upon scholarly activity expectations.

### **SOLID PERFORMANCE**

Solid performance consists of making a significant contribution to the Social Work Department that would not be great enough to qualify for merit pay. Criteria include:

- Teaching: teaching courses responsibly, offering regular office hours, and maintaining a knowledge base of current theory and practice in the various fields of social work.
- Professional and Scholarly Growth: possessing a degree of recognition of current developments in various fields of social work practice, attending conferences/workshops, researching subjects related to field of specialization, and applying research findings in course offerings.
- Service: participating as an active member in department, college, university, and community committees and boards.

## **REVIEW PROCESS**

- An individual faculty member's merit ratings and the process used in their determination may be reviewed upon request and a meeting with the full committee may also be requested.