

Fulltime Faculty Merit Process and Calendar of Merit Evaluation Note: The process for merit recommendations is not related to procedures and policies pertaining to decisions of reappointment, tenure, promotion, or five-year review. Faculty/chairpersons undergoing review for reappointment, tenure, promotion or five-year review will submit separate dossiers relevant to those reviews by the deadlines articulated in the ART document. As such, the decision of merit from this process may differ from those made through the ART process. The merit process applies to *all* fulltime faculty which includes tenure/tenure track faculty, lecturers, clinical faculty, and professors of practice.

I. Due May 31st

1. Fulltime faculty submit their dossier for the year under review to the department chair.
2. Chairs submit their dossier for the year under review to their dean.
3. In the event that May 31st falls on a weekend or holiday, the deadline shall be the first business day.
4. Materials to be included in faculty/chairperson dossier:
 - i. *Annual Workload Plan* or *Chairs Annual Workload Plan*
 - ii. *Annual Report* or *Chairs Annual Report* (for the year under review)
 - iii. Updated CV
 - iv. Syllabi of courses taught during the year
 - v. All available student evaluations for the period under review
 - vi. Any peer observations received during the review period
5. The *Annual Merit Evaluation Form for Fulltime Faculty and Chairpersons* shall be used as the instrument to evaluate for merit decision.
6. Faculty/chairpersons must receive “Meets Departmental Standards” in all categories to receive a decision of merit.
7. Faculty/chairpersons on sabbatical, FMLA, or other leave during the year under review will only be rated on categories relevant to their duties as agreed upon in their *Annual Workload Plan* for the year under review.

II. First Business Day in July

1. For faculty – chair sends the dean, and copies the faculty member, the completed *Merit Evaluation Form for Fulltime Faculty and/or Chairpersons*
2. For chairpersons – dean sends the Provost, and copies the chairperson, the completed *Merit Evaluation Form for Fulltime Faculty and/or Chairpersons to the chairperson*
3. Any negative decision must be accompanied by a written rationale in the comments section of the evaluation form or as an attachment.
4. Faculty/chairpersons may appeal a decision of no merit.

III. Second Friday in September

a. For faculty

- i. To appeal the chairperson’s no merit decision, the faculty member will provide a written rebuttal of the chairperson’s decision to the departmental PTR Committee, along with the *Merit Evaluation form* including the chairperson’s rationale, copying the chairperson.
- ii. A decision of no merit for faculty by the chairperson shall be reviewed by the departmental PTR committee *only* if a rebuttal by the faculty member is filed.

- iii. In the case of a rebuttal, the PTR chair should notify the department chairperson who may provide additional written comments regarding the negative decision. The PTR chair should inform the department chairperson of the committee's review timeline so the chairperson's additional written comments will be received in advance of the committee's review.