

## SCT MERIT AWARD GUIDELINES

January 28, 2010

### **Applying for Merit**

The merit evaluation process is normally conducted in the fall following the academic year being evaluated. All faculty members who wish to be considered for merit must have been full-time faculty at Temple for at least one semester of the academic year being evaluated.

The School of Communications and Theater requires that all applicants submit **Student Feed Back Forms (SFFs)** with their packages, no matter the categories of the application. **The School will not recommend merit to faculty whose packages do not contain SFFs.**

The size of merit applications should be limited to what can be included in a single 1.5-inch binder. The application should include a merit cover letter, a one-page summary of merit accomplishments, a current dated, CV, the appropriate SFFs and simple documentation supporting merit activities (for example, a copy of a journal's table of contents, or a festival or play program). The merit cover letter should include the merit categories in which each applicant wishes to be considered and a brief justification for each.

### **Merit Categories**

Faculty may apply for merit in one or more of the three categories below.

#### *Teaching*

Merit awards for teaching generally are based on 1) developing new courses or curricula, 2) substantially revising courses, 3) strong graduate committee work, 4) teaching publications, and/or 5) teaching awards. Good SFFs are assumed and are not in themselves sufficient to award merit.

#### *Research and Creative Activity*

Faculty who wish to be considered for merit must show evidence of productivity as measured by their discipline. Examples may include scholarly publications (books, articles or monographs), articles in refereed journals, and scholarly presentations at professional meetings. In the creative and performing fields, bodies of work, performances of original work and the like would be expected.

Merit is normally only awarded once for any given project; typically, this means **the year in which an article or book is published**; a paper is presented at a conference; a film/video is distributed, broadcast, or shown at its first festival; a play is performed; or a new media piece is exhibited or released to the web. Work "in process" is not merit worthy. To request merit for a project that has already been awarded, you will need to demonstrate that it has undergone substantial, additional development.

### *Service*

Faculty will not be eligible for an award in this category if he/she receives compensation or released time for the service. Outstanding service will include projects that are clearly definable and are above and beyond the service expected of faculty in the ordinary discharge of their responsibilities. Examples of extraordinary service might include major revamping of curricula, transforming teaching through technology, participation in national professional organizations at an officer's level with exceptional amounts of leadership time required and the like. All of these examples contain the proviso that no release time has been granted to permit the faculty member to engage in the activity.

### **Merit Process**

The process for determining merit is in keeping with the TAUP contract. Each year, the school is awarded a number of merit points by the provost. The number is based on the number of full-time faculty members the school employed in the academic year being evaluated. The school removes 15% of these points from the pool to be used by the Dean to be awarded to the chairs and to make any necessary adjustments in the department/committee allocations. The remaining amount is distributed to departments based on their number of full-time faculty members relative to the number of full-time faculty members in the school.

The chairs allocate their merit units and report the individual result to every departmental faculty member who has requested merit. Chairs may award units in increments of one half in each merit category, but their allocation for each applicant awarded merit must total at least one unit. Total allocations of one half point will not be accepted. Additionally, the chairs provide a written report to the Dean and the SCT Merit Advisory Committee in which they detail each faculty member who applied for merit, the merit points recommended in each of the three categories and the reason for the award.

The SCT Personnel Committee and the Dean jointly constitute a SCT Merit Advisory Committee. It consists of three members appointed by the SCT Personnel Committee and three appointed by the Dean. The six members represent all the departments in the school, may be tenured, tenured-track or non-tenure-track, and may not be chairs. The SCT Merit Advisory Committee reviews all the merit applications except those from the chairs and reports to the Dean.

After reviewing the recommendations of the chairs and the SCT Merit Advisory Committee, the Dean shall prepare a list of recommendations for merit awards, the reasons for which the faculty is being recommended and the number of merit units recommended for each person. Each faculty member recommended for merit by the Dean shall be notified of the dean's recommendation at the time it is forwarded to the Provost. Faculty members who were recommended by the department chair, but not recommended by the Dean, shall receive a letter of notification.

The list of faculty members proposed for merit awards and the amount of each merit award recommended shall be forwarded to the Provost or other designated University

officer for review and final decision. Faculty who have been awarded merit awards shall be informed of the number of merit units and the reasons for which merit is being awarded by the Provost or other designated University officer no later than May 1. Decisions on the award of merit pay awards by the Provost or other designated University officer shall not be subject to grievance or arbitration.