**Merit Pay Process Description**

The goal of a merit system is to provide recognition of, and reward for, performance over and above the expectations of your position. Merit pay will be divided into two categories: 1) Performance on Annual Evaluation (60% of allotted merit pay) and 2) Professional Contributions that exceed the expectations of the position (40% of allotted merit pay).

**Performance on Annual Evaluation**

Individuals can earn up to 60% of the allotted merit pay based on their Annual Evaluation. Individuals in a tenure line can earn 20% for each of the following areas rated as “satisfactory.”

* Teaching and Instruction,
* Professional Growth and Productivity, and
* College and Community Service.

Individuals in a non-tenure line can earn 30% for each of the following areas rated as “satisfactory.”

* Teaching and Instruction, and
* College and Community Service

**Professional Contributions Exceeding Expectations of the Position**

Individuals can earn up to 40% of the allotted merit pay based on their profession contribution that exceed the expectations of their position.

After all individuals are credited with the appropriate percentage of merit pay based on Annual Evaluations, the remaining portion of the merit pool will be converted into dollars and utilize a “shares model.” Using a menu of agreed up descriptors, individuals will self-evaluate their eligibility and provide documentation for each descriptor they want considered for credit. The point value for each descriptor is included on the self-evaluation form. The total point value for the department will be calculated and divided into the Professional Contributions pool to determine the $ value of a point (share). Faculty will be awarded the dollar value of all their shares. This dollar value will be added to the dollar value from the Annual Evaluation (based on the Annual Faculty Activity Report). The dollars will then be converted back into a percentage.

No faculty member can receive a % in merit that exceeds the President’s guidelines. If this happens, the faculty member will receive the maximum amount allowed and the remaining dollars will go back into the Professional Contributions pool and the process will go through a second reiteration for all individuals not exceeding the maximum % allowed.

(This documented merit pay process was reviewed, revised, and approved by the MSRD faculty at the February 3, 2016 department meeting. Only one revision was made from the previous version: added credit for serving as a “co-chair” on doctoral committees. )

**Merit Pay Self-Evaluation Form**

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| Please self-evaluate your eligibility and provide documentation for each descriptor you want considered for credit. This merit form considers Faculty Performance and Contributions during the \_\_\_\_ calendar year.  **ALL RESPONSES AND DOCUMENTATION ARE DUE BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**  **Performance on Annual Evaluation** | | |
| ***Tenure Line*** (Value for each area is 20%) | | **% earned** |
| Instruction and Teaching - Earned a “satisfactory” on the \_\_\_\_ annual evaluation | |  |
| Professional Growth and Productivity - Earn a “satisfactory” on the \_\_\_\_annual evaluation | |  |
| College and Community Service - Earn a “satisfactory” on the \_\_\_\_annual evaluation | |  |
| ***Non-tenure Line*** (Value for each area is 30%) | | **% earned** |
| Instruction and Teaching - Earned a “satisfactory” on the \_\_\_\_annual evaluation | |  |
| College and Community Service - Earn a “satisfactory” on the \_\_\_\_ annual evaluation | |  |
|  | | |
| **Professional Contributions Exceeding Expectations of the Position** | | |
| ***Instruction and Teaching*** | ***Merit Points*** | |
| Complete development of new course (full syllabus with assignments and assessments)  **\*\****Can receive credit for each new course – point value may exceed 1* | **/1**  per course | |
| Substantial revision of existing course (more than changing a few assignments/assessments or adding new materials as these changes are expected curriculum improvement.) An example of substantial revision is changing a face-to-face course into an online course or redesigning a course to meet new state or external mandates/standards.  **\*\****Can receive credit for each substantially revised course – point value may exceed 1* | **/1**  per course | |
| Modifications in course content, innovative or experimental teaching approaches in at least two courses. | **/1** | |
| Extensive collaboration with P-12 schools to enhance candidate learning (must directly work in schools with teachers having an impact on MSRD candidates' professional growth) | **/1** | |
| Engagement in professional development workshops related to teaching (cannot count same conference in scholarship) | **/.5** | |
| Pattern of teaching course overloads (exceeds 3/4 for tenure or 4/5 for non-tenure; (class size > 5) | **/1** | |
| Increased teaching load to fill in for a faculty member out on leave. | **/.5** | |
| Recipient of internal/external funding to improve instruction or provide professional development to inservice teachers | **/1** | |
| Recipient of Faculty Excellence in Teaching award (department, college, and/or university levels) | **/2** | |

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| ***Professional Growth and Productivity*** |  |
| Number of publications is greater than one per year (peer-reviewed journals) with books counting as two publications; any publication for non-tenure lines (2pts)  **\*\****Can receive credit for each add’l publication (not 1st) – point value may exceed 1* | **/1**  per add’l publication |
| Number of presentations at professional conferences exceeds one per year; any presentation for non-tenure (2pts)  **\*\****Can receive credit for add’l presentation (not 1st) – point value may exceed 1* | **/1**  per add’l presentation |
| Participated in 5 or more professional training sessions/workshops | **/1** |
| Member of an editorial board/manuscript reviewer/conference session reviewer  **\*\****Can receive credit for each professional organization/journal (not per article or conference; must have actually completed a review during the year) – point value may exceed .5* | **/0.5**  per org./journal |
| Recipient of an award from a professional organization for contributions to the profession.  **\*\****Can receive credit for each award – point value may exceed 1* | **/1**  per award |
| Recipient of a Faculty Excellence in Professional Activity award (department, college, and/or university levels) | **/2** |
| Recipient of a VSU Faculty Research Seed Grant or external funding for research | **/2** |
| ***College and Community Service*** |  |
| Service as an advisor with student organization (must have been active during the year)  **\*\****Can receive credit for each student organization – point value may exceed 1* | **/1**  per org. |
| Pattern of going above and beyond in service to the department: program coordinator or significant role in program development/improvement, considerable role in completing IER/IEP, PRS, etc. | **/1** |
| Involvement in promoting the department beyond just VSU visitation days (actively recruits for department/programs) | **/1** |
| Pattern of going above and beyond in service to the college/university: special ad hoc committees for moving new initiatives forward, significant role in preparing for accreditation, etc. (not serving on standing committees/writing reports credited above) | **/1** |
| Chair of college committee, university committee, or professional organization | **/.5** |
| Extensive service to the community | **/1** |
| Chair or Co-chair of a doctoral committee  *\*\*Can receive credit for each Chair– point value may exceed 0.5* | **/.5**  per chair |
| Service on three doctoral committees or master thesis  **\*\****Can receive credit for every three committees – point value may exceed 0.5* | **/.5**  per every 3 students |
| Service on a doctoral committee/master thesis in which the candidate successfully completed degree during the year  **\*\****Can receive credit for each graduate – point value may exceed 0.5* | **/.5** |
| Recipient of a Faculty Excellence in Advising award (department, college, and/or university levels) | **/2** |
| Appointment to state or federal committees or BOE-NCATE  **\*\****Can receive credit for each state/federal committee – point value may exceed 0.5* | **/.5**  per committee |