

JULY 15, 2014

SAMPLE OF SUGGESTED CRITERIA FOR PERFORMANCE PAY

Criteria for assessing “satisfactory performance” must be developed by the statused and status-track faculty within departments, then approved by the dean of the school or college. The criteria adopted by each department must therefore be acceptable to a majority of the department’s faculty, and also to the relevant dean.

All criteria must be in alignment with relevant provisions of the University Handbook, and are not a substitute for fulfilling the terms of the yearly contract.

These criteria are not the same as the requirements for attaining status/promotion. Criteria for assessing a “satisfactory performance” are those that fulfill the basic requirements of “doing one’s job.”

Please keep in mind that this is a range of suggested criteria. *We are not suggesting that departments adopt all of these; even more important, we are not suggesting that a faculty member would have to meet every single criterion in order to be rated “satisfactory.”*

I. TEACHING/ADVISING: (These criteria will be similar across the University.)

- a. Taught assigned load (typically 3 classes/semester), taking into account any course reductions
- b. Met departmental requirements for academic rigor in course syllabi/assignments
- c. Reflect appropriate knowledge of field/discipline in courses taught
- d. Held class meetings as scheduled. Absences were made up with extra meetings or had substitute work assigned. Classes were held for the entire time period on the course schedule (especially critical for three- and four-hour-meeting times)
- e. Met departmental standards for performance as a teacher
- f. Was responsive to communications from students
- g. Was available to assigned advisees during registration periods and throughout each semester
- h. Gave advisees accurate information

If a faculty member chooses a heavier weight for teaching, additional criteria may include:

- a. Developed new courses
- b. Taught one or more courses that can be shown to involve a heavier-than-normal workload
- c. Taught an overload assigned by the department to satisfy a curricular need

If a faculty member has a course release in order to perform an administrative task, his/her teaching will most likely not be heavily weighted. However, in such cases service will be weighted above the minimum.

II. PROFESSIONAL DEVELOPMENT: (These criteria are stated in the University Handbook, and applicable to all faculty.)

- a. Averaged at least one activity per year over a three year period that fits into the Boyer Model as described in the Handbook
- b. Professional development activity met departmental standards

The number and/or significance of activities required may vary according to the weight given to Professional Development for performance evaluation.

III. SERVICE: This element varies significantly by department and school. Possibilities include:

To University:

- a. Membership/regular attendance/active participation on a University committee. (NOTE: The Faculty Senate, Curriculum Committee, and Committee to Review Faculty are particularly demanding committees.)
- b. Participating in teaching First Year Seminar/Keystone Seminar
- c. Arranging speakers/workshops/events for the entire University
- d. Serving as advisor to extracurricular/University-wide student group
- e. Serving as administrator/director of a University program
- f. Serving on a University search committee, or a search committee for another department

To department:

- a. Directed/administered a program/major

Participated in:

- a. Assessment activities
- b. Portfolio reviews
- c. Reviews for admission to department
- d. Program assessment reports
- e. Accreditation data collection
- f. Accreditation reports
- g. Supervision of individual internships
- h. Oversight of establishment of internships
- i. Recruitment activities
- j. Oversight of a student activity/event/club/any type of co-curricular activity
- k. Arrange speakers/workshops/events for department/school
- l. Service on a departmental search committee