Department of Justice Studies

Merit Pay

Justice Studies Merit Pay Procedure

The Justice Department merit pay procedure is designed to provide faculty with flexibility in undertaking instructional, scholarly, and service activities while at the same time guaranteeing that minimally acceptable levels of performance are realized in each of these three areas.

I. *Weighting of Activity*

In submitting their annual report faculty are required to indicate their level of activity in teaching, scholarship, and service within the following ranges:

- Teaching: 40-60%

- Scholarship: 5-30%

- Service: 5-30%

II. *Weighting of Evaluation Scores:*

In their annual evaluation faculty are assigned one of scores ranging from excellent plus to unsatisfactory minus in each area of activity. These scores are determined by a committee consisting of the department head and an elected merit PAC. Before scores are finalized for purposes of awarding merit faculty may appeal their score to a faculty committee which has the authority to alter the score given by the commitee. All that may be appealed by a faculty member is the broad category into which they have been placed for any activity (excellent, satisfactory, unsatisfactory). They may not appeal where in a category they have been rated (plus/minus). The appeal must be based on the assertion that the committee did not properly apply the standards in the department's evaluation document.

For purposes of calculating merit pay these scores are assigned the following weights:

- Excellent plus: 9
- Excellent   8
- Excellent minus   7

- Satisfactory plus   6
- Satisfactory   5
- Satisfactory minus   4

- Unsatisfactory plus   3
- Unsatisfactory   2
- Unsatisfactory minus 1

III. *Calculation of Merit Scores*:

To arrive at the departmental merit ranking each faculty member receives a score by multiplying the weight they gave to a category by the score assigned by the departmental merit committee:

For example,

Teaching:	.50 (category weighting) x 5 (evaluation score)	= 2.5
Scholarship:	.25 (category weighting) x 6 (evaluation score)	= 1.5
Service:	.25 (category weighting) x 4 (evaluation score)	= 1.0

Total score   = 5.0

IV. *Awarding of Merit Pay*

On the basis of the overall merit scores faculty are ranked from high to low. They are also grouped together into cohorts with similar scores. The department head and the merit PAC then meet to assign merit pay to the faculty in a manner that is consistent with this information.