

## School of Marine Science and Policy

### Policy Statement 3.3 Merit Metric Guidelines

#### Background

The School of Marine Science and Policy (SMSP) is an academic unit of the College of Earth, Ocean, and Environment (CEOE). *The mission of the School of Marine Science and Policy (SMSP) is to advance knowledge and education critical to the understanding, stewardship, and conservation of estuarine, coastal, and ocean environments.* Faculty members interact with students through formal courses and through the conduct of research. The acquisition of extramural support is fundamental to the success of the School, and faculty members in the SMSP are expected to generate external support for their research programs as well as graduate student support. Continuing Track faculty and Temporary Non-tenure Track faculty are required to demonstrate excellence and activity in their respective workload assignments.

#### I. Protocol:

- A. Faculty members in the School of Marine Science and Policy (SMSP) must prepare for the annual performance review by supplying a summary of professional activities and accomplishments over the previous year and planning for the following year. This summary needs to be consistent with submission requirements (<http://facultyhandbook.udel.edu/handbook/435-evaluation-faculty-members>).
- B. The procedure for determining the annual salary adjustment of faculty in the SMSP is specified in the extant Collective Bargaining Agreement between the University of Delaware and the UD Chapter of the AAUP (<https://www.udel.edu/content/dam/udelImages/human-resources/EmployeeRelations/cbas/439.pdf>).
- C. This salary adjustment usually consists of two parts: (a) a structural salary adjustment, which is applied equally to all faculty and (b) a merit-based increase, which is awarded to each faculty member based on performance. This policy statement concerns only the merit-based increase.
- D. The total value of merit-based funds available to the SMSP faculty is calculated as the product of the average merit percentage increase for UD faculty (as specified in the Collective Bargaining Agreement) and the total faculty salary-base in the School. Accordingly, there is a cap on the available merit funds within the SMSP.
- E. The performance of faculty members in each workload category (teaching, research, and service) is graded using a standard nine-point scale provided by the UD Office of Human Resources. A cumulative score for overall performance is determined by summation of the respective performance scores (weighted for workload distribution) in teaching, research, and service. For example, if the workload distribution of a faculty member were 40% Teaching, 50% Research, and 10% Service—and if performance scores were 8, 9,

and 7 in those respective categories—the overall performance index (I) would be calculated as:

$$I = (0.4 \times 8) + (0.5 \times 9) + (0.1 \times 7) = 8.4$$

- F. Faculty achieving the median performance score will receive a percentage increase to their base salary equal to the average increase as set forth in the Collective Bargaining Agreement. Those exceeding the median will receive a merit percentage greater than the average merit percentage set forth in the Collective Bargaining Agreement. Conversely, those falling below the median will receive a lesser merit percentage.
- G. The SMSP Director will determine the specific distribution of merit funds based on these guidelines.

## II. **Criteria for Faculty Performance:**

The criteria and evidence used in assigning annual performance scores for SMSP faculty reflect the contribution of the faculty member to the mission of the School and of the University. These criteria are consistent with those listed in the School Promotion and Tenure Policy Statement 3.2.

### A. Teaching Performance:

1. *Student evaluations of each formal course taught during the year under review.* Evaluations must be conducted via the online service provided by the University. Results of these evaluations are archived online and are available to the Director of the SMSP.
2. *Number of graduate advisees for whom the faculty member serves as major advisor.* Evidence of quality of advisement including the timeliness of degree completion for these students.
3. *Number of graduate advisory committees.* Evidence of significance of contribution to each advisory committee.
4. *Number of undergraduate advisees.* This may include service as a regular advisor of students enrolled in undergraduate degree programs in the SMSP, as well as more extensive service as advisor and primary reader for students conducting research associated with an undergraduate Honors Thesis.
5. *Course development.* This may include development of new courses or substantive improvement of existing courses. Course development that is consistent with larger SMSP goals will receive additional consideration.

In order to receive a satisfactory score for *Teaching Performance*, a Tenure Track faculty member must contribute fully to the academic mission of the School. This workload for Tenure Track faculty members includes teaching at least two 3-credit courses per year, directly advising a minimum of two graduate students, and serving on graduate student

advisory committees. Metrics for Continuing Track faculty will be consistent with assigned workload. Temporary Non-tenure Track faculty members are not required to teach courses or to advise graduate students (see Policy Statement 3.5).

B. Scholarship and Research Performance:

1. *Scholarly works reaching publication in the year under review.* These may include books, book chapters, and refereed journal articles.
2. *Extramural research grants.* Evidence that these awards are sufficient to sustain a vigorous research program that includes support of graduate students and post-doctoral fellows.
3. *Papers presented at national and international meetings.*
4. *Scholarly lectures/presentations/seminars given at other institutions.*
5. *Awards acknowledging scholarly activity.*

These criteria apply to members of the Tenure Track and Temporary Non-tenure Track faculty. In order to receive a satisfactory score for *Research and Scholarship*, faculty members in the SMSP are expected to maintain ongoing research programs that are funded by extramural grants. The research workload includes generation of externally sponsored research, support of graduate students, and demonstration of scholarship through a publication record consistent with the faculty member's field of expertise.

C. Service:

1. *Evidence that the faculty member has fulfilled a service obligation to the School, College, University, profession, and the general public.* Such evidence includes intramural and extramural committee memberships, leadership in professional societies, editorships, peer-review services, panel memberships, faculty mentorship, outreach activities such as Coast Day, and lectures to lay audiences.

In order to receive a satisfactory score for *Service*, a faculty member must contribute to the mission of the SMSP in extending research results the general public and contribute to the advancement of the School by performing requested tasks within the School, College and University, and by offering leadership and peer-review services appropriate to the relevant professional field. It is anticipated that service responsibilities will increase proportionally as the faculty member moves through the faculty ranks.

## Legislative History

- Drafted by Dean of College of Marine Studies (CMS) - January 2003.
- Reviewed and approved by Academic Council of CMS - 10 January 2003.
- Reviewed and approved by CMS Faculty - 05 February 2003.
- Promulgated by Dean of CMS - 19 February 2003.
- Revised by Interim Director of SMSP - 1 September 2009.
- Reviewed by SMSP Directors Council - 15 December 2009.
- Reviewed and approved by SMSP Faculty - 19 January 2010.
- Approved by Dean of CEOE - 19 January 2010.
- Promulgated by Director of SMSP - 20 January 2010.
- Revised by Director's Council - 12 January 2018.
- Updated by the SMSP faculty – 02 February 2018.
- Approved by CEOE Academic Council - 16 November 2018.