Department of Behavioral Health and Nutrition
Metric for Merit Distribution

Approved by the Faculty on 2-9-2011

General Provisions
1. All members of the collective bargaining unit, including all full-time employees who are regular members of the voting faculty of the University of Delaware, shall be eligible for annual merit salary increases.
2. As discussed in the Collective Bargaining Agreement, Section 12.4, merit pay increases shall be awarded in a fashion that is consistent with the faculty member's performance during the previous year in the areas of Teaching, Scholarship, and Service, as documented in the Annual Evaluation conducted by the Department Chairperson.
3. The Department Chairperson shall be responsible for assigning annual merit salary allocations in a manner that is consistent with the provisions of this document.
4. The maximum merit pay increase an individual may receive will be determined in accordance with the Collective Bargaining Agreement.
5. Information documenting the correlation between weighted scores and merit pay increases will be made available to individual faculty upon written request to the Department Chairperson.
6. Any modification of the provisions of this document must be approved by a majority vote taken by written ballot of the departmental faculty who are members of the collective bargaining unit with appointments of at least 50% workload in the department.

Criteria for Annual Faculty Evaluation
1. A nine-point scale will be used to evaluate faculty members in the areas of Teaching (Undergraduate and Graduate Teaching, Advisement, and Extension Teaching), Scholarly Achievement (Research, Scholarly Activities, and Professional Activities and Development), and Service. On the Faculty Appraisal Form a score of 4 or less is considered very poor/unsatisfactory, 5 = satisfactory, 6 = good, 7 = very good, 8 = excellent, and 9 = outstanding.
2. The annual appraisal ratings are based on each faculty member's contribution in teaching, scholarship, and service, and the submission of relevant material for review during the appraisal process which is outlined in the Department of Behavioral Health and Nutrition "Guidelines for Promotion and Tenure". The evaluation criteria for teaching, scholarship, and service are described in the "Workload Policy" of the Department of Behavioral Health and Nutrition.

Provisions Related to Distribution of Merit Pay

Merit pay increases are awarded in a manner consistent with the faculty member's performance and the percentages allocated to teaching, scholarship, and service. The annual appraisal ratings for faculty performance are provided in the University of Delaware "Faculty Appraisal and Planning Form." The percentage distribution is provided in the planning section of the appraisal documents from previous periods. This section provides a metric to be used annually by the Chair in determining merit pool allocations, given different levels of faculty performance. The formula is in accordance with the performance expectations outlined in the

separate departmental "Workload Policy", and it is to be applied in a way that is consistent with the attached Criteria for Merit Ratings.

Meritorious effort is recognized as performance above Expectations. Since a score of 5 is viewed as satisfactory or average on our university scale, merit increases will be awarded to those who score above 5. Thus a rating of 6 on the faculty appraisal form is 1 merit point above expectation and worth 1 merit point, a 7 worth two merit points, etc. Likewise, performance below expectations, i.e., below 5 on our university scale, constitutes underachievement. Thus, a score of 4 on this scale is worth minus 1 merit point, and a 3 is worth minus 2 merit points. Another way of thinking about this is that subtracting 5 from the annual faculty appraisal score in a given category gives you your adjusted merit points in that category.

The following describes the formula to be applied in distributing merit allocations to faculty.

➢ Adjusted merit points in each category for an individual are calculated by subtracting 5 from the annual appraisal score.

➢ The merit points (positive or negative) in each category of performance will be multiplied by the percentage of effort devoted to that category to determine the merit score earned by the faculty member in that category. For example: a faculty member receiving a rating of 8 in teaching on the faculty appraisal form would earn 3 merit points in teaching. With 50% of total effort devoted to that category, he/she will earn a total score of 1.5 in that category.

➢ Merit points achieved in each category for an individual are summed to generate the total merit score. *Please note that it is possible to get a total merit score that is zero or less than zero. In this case, no merit raise will be given.*

➢ The total merit pool dollars allocated to the department faculty in a given year will be divided by the total number of positive merit points awarded to the faculty as a result of that year's evaluation to generate a value of dollars/merit point.

➢ The merit raise for an individual will be the product of their total merit points multiplied by the dollars/merit point value for that year. Thus, if one point equals $100 for a particular year, and a faculty member has earned a total of 5.5 points as a result of the Chair's appraisal, that faculty member will receive a merit allocation of $550.
As noted above, if an individual's total merit points are equal to or less than zero, then he/she will receive no merit raise that year.