

Merit Guidelines Review Sheet

Department:

College or Unit:

Directions: Please use this review sheet as a guide for revising the attached Merit Guidelines for review by the Provost. Should you have any questions, call or email Tom Dukes at X6810 or jtdukes@uakron.edu

	Quality	Yes	No	Solution
1	Are all definitions, processes, timelines, criteria for college lecturers and instructors, three year rolling average, appeals consistent with contract language?			Review to assure consistency with contract language
2	Does the document guide the chair's discretion in individual faculty weightings?			Revise to include language.
3	Do the guidelines allow the chair to have discretionary judgment?			Revise language so that the chair has discretionary judgment.
4	If a departmental committee is formed, is its function limited to recommendation to the chair?			Revise language so that committee only recommends. The chair cannot be a member of the committee.
5	Are the criteria differentiated so that there is quantifiable difference between the ratings 1 through 5?			Revise to be differentiated and quantifiable
6	If merit points are awarded, are the meritorious activities listed? Are the criteria measurable?			Revise document to include a clear definition of "satisfactory", "meritorious", etc. such definitions to include quantifiable measures.
7	If merit points are awarded, do the guidelines include a chart or language showing the relationship of points awarded to merit rankings of 1-5?			Revise to include.

	Quality	Yes	No	Solution
8	Is there language to account for FIPL and other leaves?			Revise to include language.
9	Is the department allowing reappointment to automatically grant Satisfactory rating for merit?			This is not allowable. A candidate may be satisfactory in one or two areas for reappointment while not necessarily satisfactory in all three.
10	Is there a cover sheet which provides for appropriate approval signature lines?			Revise to include.

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