

DEPARTMENT OF MANAGEMENT AND MIS
MERIT INCREASE METHOD
13 February 1999

The method to be used to allocate merit monies in the Department of Management and MIS is as described below. As conditions and requirements change, based on new information from UWF, the BOR and UFF, the method will be changed accordingly.

METHOD AND STEPS

1. Decisions for distribution of merit monies will be based on the annual evaluations for the calendar year, written and discussed with each employee early in the following calendar year (e.g., the evaluation for calendar year 1998, discussed with each faculty member in January/February 1999).
2. Decisions for distribution of merit monies will be based on faculty members' individual annual evaluations in the three areas of Teaching, Intellectual Contribution, and Service, and on their individual Likert scale word evaluation in the three areas (i.e., Outstanding, Good, Average, Below Average, Poor). **NOTE:** It has been agreed by the Departments in the College that Above Average will be used in place of Good in subsequent evaluations.
3. The relative weightings used for the three areas of evaluation will be that used historically and quoted historically in the Department; i.e., Teaching = 40%, Research (Intellectual Contribution) = 40%, and Service = 20%. **NOTE:** When the variable work assignments methods have been put in place by the College, these percentages may be adjusted for each faculty member in joint agreement with the Chairperson and Dean.
4. The Likert scale words will be given descending numerical values. Outstanding has a value of 5; Poor has a value of 1. If a faculty member is noted as having an evaluation in Teaching of "Outstanding to Above Average," for instance, the Likert scale numerical value will be 4.5.
5. The Likert numerical values will be multiplied by the appropriate percent (or proportion; e.g., .40, .40, or .20) and then the three products for Teaching, Intellectual Contribution, and Service will be summed.
6. The results from step 5., above, will be summed for all faculty members eligible for a merit increase. This will be the denominator. Each faculty member's share of the merit monies will be determined by taking his/her sum from step 5 as the numerator, divided by the denominator described in the previous sentence, and multiplied by the number representing the pool of money available for the Department's merit increases. The "pool of money" to be allocated by this process is the money after the required minimum raises

are subtracted from the Departmental pot and any other mandated adjustments are made. Thus, the remaining money will be divided such that each faculty member will be allocated merit money based on his or her pro rata share, and based on his or her annual evaluation.