

University of Connecticut

School of Nursing

Merit Handbook

Merit Committee 2013-2014

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University of Connecticut School of Nursing

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Introduction to Merit

“Merit” is addressed in the COLLECTIVE BARGAINING AGREEMENT between The University of Connecticut Board of Trustees and The University of Connecticut Chapter of the American Association of University Professors (AAUP) in ARTICLE 25 (attached). “Merit is for the recognition of noteworthy contributions to one’s department, school or college, the University and or professional discipline through the traditional avenues of teaching, research and service” (AGREEMENT see attached ARTICLE 25).

School of Nursing Merit Committee Structure

(Source “UConn SON Committee Structure 2007-08” Document)

- Purpose: establish annual merit criteria, process applications and recommend awards to the Dean.
- Representation: four elected faculty with staggered terms; there is a designated position (and separate election) within the four faculty for a non-tenure track faculty member.

Application Process & Instructions

1. Applying for merit is an individual faculty decision.
2. The merit application is due on Tuesday, May 13, 2014.
3. **PLEASE PUT YOUR NAME ON THE TOP of the application.**
4. A cover letter is not required.
5. Submit the pages of “Merit Criteria” in this packet. Indicate by highlighting in yellow those criteria that are pertinent to your application.
6. Submit the following documentation:
 - Front pages of grants that indicate your role in any grant that you want the merit committee to consider, e.g., Principal Investigator, Co-PI, Collaborator/Consultant. Indicate whether it is a submitted grant or an active grant.
 - Front pages of manuscripts or books. Please do **NOT** submit entire manuscripts.
 - Acceptance letters, confirmation emails, thank you letters, or copies of event programs for completion of journal reviews, poster presentations, or guest lectures. Do not submit PowerPoint documents.
 - Copies of course syllabi that describes the teaching innovation you implemented. This will only be counted once, regardless of where it was implemented.
 - Copies of CEU certificates and/or professional certifications.
 - Copies of OIR reports of faculty evaluations **which are greater than the university mean** for courses taught in the previous fall semester and current spring semester. Please submit only the **REPORT**; student comments are not considered.
7. Submit your application and supporting materials to the Merit Committee Support contact, Amelia Hinchliffe.
8. Any “in-press” work is **NOT** eligible. Any reimbursed service is **NOT** eligible. SON-related committee service is **NOT** eligible.

University of Connecticut School of Nursing

Merit Handbook 2013-2014

Merit Review Process

1. All applications will be reviewed by the Merit Committee.
2. The scores for all applicants will be determined then four categories will be used to identify a reasonable range of scores/category (from lowest to highest):
 - a. Noteworthy
 - b. Distinguished
 - c. Superior
 - d. Exceptional
3. Recommendations for merit will be forwarded to the Dean's Office by May 30th.
4. Applicants will be notified in writing of their score, the corresponding committee recommendation, and the abstract of merit awards.

Merit Recommendation Process

1. Merit award recommendations are determined by the Dean and forwarded to the Provost's Office.
2. The Dean "shall compile and make available" to the faculty "an abstract of merit awards. Such an abstract will give the number of people receiving a given range of award within the school and/or no award" (see attached **Agreement ARTICLE 25.3.J**).
3. Notification of individual faculty as to his/her merit award category and amount (as in 2 a-d above in Review Process) is from the Dean.

University of Connecticut School of Nursing

Merit Handbook 2013-2014

COLLECTIVE BARGAINING AGREEMENT

Retrieved from <http://www.uconnaaup.org/>

ARTICLE 25

MERIT

Merit is for the recognition of noteworthy contributions to one's department, school or college, the University and or professional discipline through the traditional avenues of teaching, research and service. It is also the most consistent means for moving beyond the cost-of-living increase traditionally recognized through the satisfactory performance increase provision. It is recognized that conditions vary within and among departments in terms of individual expectations, and it is agreed that awards at the various levels are designed to recognize individual achievement.

25.1 The parties agree to create/appoint a joint committee for the purpose of developing a feasible merit consideration period encompassing a period of up to three years of work. The purpose shall be to encourage scholarly work, which may require multiple years to complete. Implementation of this change from a process of annual review may occur in the third year of this agreement.

25.2 This article does NOT refer to Research Assistants or Research Associates paid from grant funds or contracts.

25.3 The merit pool shall be distributed according to the procedures outlined below:

A. The Chancellor shall establish a contingency fund and shall distribute the remainder of the merit pool at his/her discretion among the Deans of the schools and colleges. If a merit award is recommended, it shall be no less than \$500.

B. The Dean of a school or college shall establish a contingency fund from the merit pool allotted to his/her school or college by the Chancellor. The remainder of the merit pool, excluding an amount for department heads' merit, shall be distributed at the discretion of the Dean among the departments. Prior to the beginning of the academic year, the Dean will publish his/her merit criteria to faculty and for Department Heads within his/her school.

C. The total amount of the contingency funds of both the Chancellor and the Deans shall not exceed 30% of the merit pool.

D. By means of a procedure approved by a majority of the faculty, departments may establish advisory committees for making recommendations for merit awards to the Department Head. Such committees may also present merit evaluations without mention of a dollar amount to the Dean for his/her consideration in determining the Department Head's merit award. In departmentalized schools each department may establish, by a majority vote, the criteria and also may establish priorities or the appropriate weighting of such criteria, that will be used to determine the departmental merit recommendations. In the event a department decides to permit the Department Head to establish the criteria and the appropriate weighting for merit recommendations, the Department Head shall inform all faculty members in writing of such criteria no later than two months prior to the commencement of the academic year for which merit recommendations will be made. In nondepartmentalized schools equivalent arrangements shall be established by Deans and faculty members.

E. Department Heads shall take departmental committee recommendations into consideration when making their own merit recommendations. In concert with the PTR requirements identified in the *By-Laws*, merit criteria shall include instructional, scholarly, service, and outreach excellence as appropriate.

University of Connecticut School of Nursing

Merit Handbook 2013-2014

F. On forms provided by the Chancellor, Department Heads shall forward their merit recommendations for members of their departments, other than themselves, along with recommendations of the advisory committee, to the Dean of the school or college.

G. A faculty member may request from his/her Department Head information regarding his/her departmental merit recommendation(s) at any time after such information is transmitted to the Dean.

H. Department Heads shall inform each member of the department of his/her merit recommendation at the same time such recommendation is submitted to the Dean of the appropriate school or college. A faculty member has fourteen (14) calendar days from the time of the Department Head's submission to the Dean to discuss the Department Head's recommendation with the Dean.

I. The Dean shall review the recommendations of the Department Head and the departmental advisory committee. The Dean shall forward his/her own recommendations to the Chancellor.

J. Within two weeks of making his/her recommendations to the Chancellor, the office of the Dean shall compile and make available to the departments an abstract of merit awards. Such an abstract will give the number of people receiving a given range of award within the school and/or no award.

25.4 Once they become effective, the University will provide AAUP a summary of merit awards by fund and by individual.

25.5 Judgments and decisions of the Chancellor which result in decrease of more than 50% in the Department Head's recommendations are subject to the grievance procedure described below only where there is evidence alleging that the decrease was arbitrary or capricious.

25.6 Merit Grievance Panel

For the purpose of hearing merit grievances, an internal merit grievance panel shall be convened made up of one member of the administration chosen by the Chancellor, one member of the faculty chosen by AAUP, and a neutral party chosen by the first two individuals. The panel may either uphold or dismiss the grievance. In a case where the panel upholds the grievance, it shall recommend an appropriate merit award; however, in no case shall the panel award more than the Department Head had originally proposed. The decision of the panel is final and is not grievable or arbitrable. Grievances on merit must be presented to the administrator in charge of collective bargaining within fourteen (14) calendar days of the receipt of the Chancellor's letter notifying the employee of his/her merit awards.

25.7 The University and the AAUP shall each appoint three members to a committee that shall study and make recommendations on the subject of merit. Implementation of those recommendations, which are agreed on by the Committee and adopted by the University, shall occur in the third year of this agreement.