

(Revised 9/08/08)

## PROCEDURES

1. **Individual faculty** complete the UNLV Faculty Annual Work Report, College of Liberal Arts version, available on the College website and also sent to faculty via attachment by the chairperson. Check the appropriate box, YES or NO, for the “I wish to be considered for Merit” line. Submit an electronic copy to the Department Chairperson as well as a hard-copy version to the Department office.
2. The Department Chairperson will prepare the appropriate annual evaluation form, available from the Provost’s Website Forms Library, based on the information provided in the Faculty Annual Work Report *and in accordance with the UNLV Bylaws, Chapter III, 6.1.A and 8.3*. The Chair shall forward both electronic and hard copy of the appropriate form to the College Office Manager.
3. The Department’s committee in charge of assessing merit shall convene and make its merit recommendations to the Chair for faculty who have chosen to apply for merit, basing its recommendations on information provided in the Faculty Annual Work Report, College of Liberal Arts version. Departments may choose to use z-scores in this evaluation procedure OR may choose an alternate form of reporting and ranking. The intent, here, is to allow departments some degree of autonomy in their choice of reporting methods. Both the Department’s committee in charge of assessing merit and the Chairperson, at a minimum, must suggest a level of merit recommended for each applicant, broadly guided by the College of Liberal Arts Merit Categories and Guidelines for Levels I through VI. Recommendations are to be based on an overall evaluation for all three areas of performance, with the weight **typically** given teaching, research and service for merit consideration as follows: teaching: 30%; research or creative activity: 50%; service: 20%.
4. The Department Chair or other appropriate evaluator, a Director, for example, shall complete the College of Liberal Arts Merit Recommendation Form. Typically, the Department Chair may choose to cut and paste his or her assessment of teaching, research and creative activity and impact, and service from the completed annual evaluation form to the Merit Recommendation Form. The Chair will provide on that form his or her recommendation for the appropriate level of merit for each faculty member and complete the Chairperson’s Justification for the Recommended Level of Merit on the form. The Chair shall then forward a hard copy to the College of Liberal Arts Business Manager the following: a) the report on recommended levels of merit for individual faculty from the Department’s committee in charge of assessing merit; b) the completed Merit Recommendation Form; c) at his or her option, a letter or memo providing rationales for the Chair’s disagreement with the level of merit recommended by the Department’s committee in charge of assessing merit for individual faculty members.

## MERIT CRITERIA

Persons shall be recommended for merit only if they have demonstrated satisfactory performance in all three of the following areas: teaching, research and creative activity and impact, and service. Exemplary performance in one, two, or all three areas is the primary criterion for consideration of merit. In all cases, documentation must be available to support the application for merit. For a book in press, such documentation should include a letter from the press indicating acceptance of the completed manuscript.

N.B. Considerations of inequity shall be excluded from the merit process.

Exemplary accomplishments resulting from sabbatical leave are eligible as considerations for merit.

Items submitted in support of previously funded merit applications *must be identified by an asterisk(s)* in this merit application. Documentation for each item included should be held in the appropriate departmental office for possible review by the Personnel Committee. Such evidence would include teaching evaluations, books, monographs, offprints, manuscripts, letters of acceptance, acknowledgement of submission, committee reports, grant proposals, letters of commendation, citations, etc.

Faculty who wish to be considered for merit based on multiple years since the last award of merit shall provide a record of their teaching, research and service accomplishments for those additional years in an addendum listing: that is, a separate listing, in addition to the UNLV Faculty Annual Work Report. Such a record should be arranged by calendar year and in exactly the same order and categories as provided by the Faculty Annual Work Report.

## GUIDELINES FOR MERIT SUBMISSIONS (Revised Fall 2007)

1. At the time of submission, merit candidates should be prepared to produce documentation of the process and extent of refereeing of all publications offered for merit.
2. Consideration should be given to faculty in the professional ranks for cumulative achievements in teaching (e.g., consistently exceptional evaluations and several award nominations), research, and service over the course of four years or more even if individual accomplishments would not normally be meritorious (e.g., no publication of a refereed article) for a single year.
3. Extraordinary service can constitute grounds for raising the level of merit. Such additional activity must be carefully described and documented to the satisfaction of the committee.

4. Significant other activity -- such as advising large numbers of students, directing a significant number of theses and dissertations, running a laboratory, or editing a journal -- may also be meritorious. Such additional activity must be carefully described and documented to the satisfaction of the committee.
5. Externally funded, peer-reviewed grants are considered valid avenues of scholarship. The grant's quality and degree of peer-review will be important factors in awarding the merit level.
6. Co-authored and multi-authored works will be judged on their own merits. Submitters should be prepared to document their contribution to the published work.
7. An equivalent body of scholarship may include poetry, plays, novels and oral histories, electronic publications, translations, software development, and funded grant proposals. It is the burden of the applicant to demonstrate an equivalent body of scholarly achievement and rigor of peer review, as compared to more traditional forms of publication.
8. It is the expectation that materials submitted for merit consideration be limited to those items which have been completed and documented as accepted. Mid-project rewards will not be considered.
9. Evidence of acceptance must originate from the accepting press or journal and must be dated and on the letterhead, either hard copy or electronic, of that entity.
10. Textbooks in general are not considered the equivalent of a scholarly book and will be judged on their own merits.
11. Invited and non-refereed publications will be evaluated on their own merits. Submitters should be prepared to offer appropriate documentation to support their claim.
12. Merit for college, university, and system awards will be added onto any other merit level the candidate receives not to exceed \$4,500.