MEMO

Date: March 4, 2015

To: Full-time Faculty

From: Stacey Moegenburg, Interim VPAA

Re: Merit

Below are the conditions for merit that were adopted by the College in 1983. The listing indicates definition of merit, criteria for merit, and types of awards available. No one may seek merit on her/his behalf, but any professional colleague may recommend full-time members of the Faculty Association. For example, chairs, coordinators, and other members of the Staff and Chairs Association as well as member of the Faculty Association may submit recommendations. The deadline for faculty merit recommendations to be sent to the Office for Academic Affairs is April 30, 2015.

Definition: Merit is the recognition of outstanding performance by an individual that is demonstrated by a high level of performance clearly beyond the proficiency expected of all members of the professional staff.

Criteria: The criteria for merit consideration may include:

1. Teaching and/or administrative effectiveness
2. Mastery of specialization (exclusive of objective criteria) – licenses; honors; degrees in professional field.
3. Professional growth and development (exclusive of objective criteria) – continuing education; publications; research.
4. Contributions to one’s professional field – leadership in professional organizations; consultations; publications; research
5. Innovations, invention, and research – as demonstrated, for example, by innovation and invention in professional, scientific, administrative or technical areas, i.e. development or refinement of programs, methods, procedures, or apparatus.
6. College services – committee work; campus governance.
7. Student activity service – involvement in activities such as organization and sponsorship of clubs; work in student government; sponsorship and guidance of student activities in the community; coaching and advisement in the varsity athletic program.
8. Student advisement – effectiveness in career counseling job placement; transfer to upper level colleges and universities; personal guidance.
9. Community service – work with community organizations; setting up community programs in one’s professional field or related area; bringing the college to the community and the community to the college.

Merit will be a monetary award, which may take one of the following forms:

1. Merit Promotion – A merit promotion is intended to honor and reward those individuals who have clearly met the criteria for merit but lack the objective criteria for promotion.
2. Merit Increment – A merit increment is intended to reward consistent meritorious service to the college for more than the preceding or current year. An increment is defined as a monetary sum equal to at least the average step difference within the present rank or grade.
3. Merit Stipend – A merit stipend is a one-time bonus. Like the increment, it is a monetary sum equal to at least the average step difference within the present rank or grade.