

**Annual Faculty Merit Activity Reporting Form
For Tenured / Tenure-Track Faculty Only
Effective July 1, 2017**

1. All tenured and tenure-track faculty in the College of Business (COB) are expected to satisfy the criteria for *Meet Baseline Standards* in all three dimensions – Teaching, Research, and Service.
2. All faculty who achieve this baseline level of performance in all three dimensions will equally share the *Baseline* merit raise pool, the value of which will be decided by the Dean and shall be between 40% and 50% of the total merit raise pool (see exception noted in #6 below)
3. All faculty who qualify for the *Baseline* merit raise pool are also eligible to receive a share of the *Exceed Baseline* merit raise pool based on the merit points they earn using the criteria for *Exceed Baseline Standards*. The following percentage weights apply for teaching, research, and service: 45%, 40%, and 15%, respectively.
4. The sum of the *Baseline* merit raise pool and the *Exceed Baseline* merit raise pool shall be 80% of the total merit raise pool (see exception noted in #6 below).
5. The remaining 20% of the total merit raise pool shall be allocated at the discretion of the COB Leadership Team (see exception noted in #6 below).
6. If there are unallocated funds in #5 above, those funds shall rollover to the *Exceed Baseline* merit raise pool. If there are then unallocated funds in the *Exceed Baseline* merit raise pool (e.g., due to possible limits on the maximum raise), those funds shall rollover to the *Baseline* merit raise pool.
Note: While this will ensure that the entire merit raise pool is distributed, it may cause the percentages for the various pools to deviate in some years from what has been stated above.
7. Meeting or exceeding baseline standards per this document does not necessarily imply that you are meeting standards for tenure and/or promotion.
8. The use of merit points are only recommendations to the Dean. Based on guidelines from HR, the financial situation at COB, and/or other considerations, the Dean can choose to not use these merit points in any given year. However, such decisions should be made in the spirit of faculty participation in compensation as indicated in the *Principles of Faculty Involvement in Institution & Academic Unit Governance at the University of Michigan* document: “the faculty shall participate in the determination of policies and procedures governing compensation of faculty.”

TEACHING

Meet Baseline Standards

In order to meet baseline standards in teaching, faculty must meet each of the following three criteria:

- 1) Teaching Evaluations: Maintain a minimum *weighted average* (weighted by enrollment) of 3.25 on teaching evaluations (first five questions) across all sections taught during the academic year.

Course	Enrollment	Response Rate	Evaluation Average
Overall Average			

2) Participation in Assessment: Participate in at least one of the following assessment activities. Check all that apply and provide brief details for each checked item. Note: You must do (c) and/or (d) below if requested to do so by the COB Undergraduate and/or Graduate AOL coordinators.

- a) Attend an AOL discipline/department/college meeting
- b) Participate on a temporary faculty AOL Team
- c) Include an AOL question on an exam or activity in a class (with approval of relevant AOL Coordinator) and submit the assessment data
- d) Assess any of your classes for DDC and submit the assessment data

3) Methods of Assessment: Use at least two methods to evaluate each course. Check all that apply.

Course:						
Multiple Choice Questions						
Short Answers/Essays/Problems						
Paper/Project (Team or Individual)						
Presentation (Team or Individual)						
Problem/Homework Sets						
Other (Please specify)						

Exceed Baseline Standards

Teaching merit points are earned for each of the following activities.

1. *Teaching Evaluations*: 1 point for each tenth of a point above 4.0 on your *weighted average* (weighted by enrollment) over all Fall and Winter courses (first five questions only)
2. *New Course Preparation*: 4 points (if new for you), 6 points (if new for COB), 2 points (if moving course to web for first time). No double counting.
3. *Number of Course Preparations*: 3 points if three different preps in a semester
4. *Assessment Leader for one of the following – BBA discipline knowledge (assessed in specific core courses), BBA major, or MS program*: Lead the development or modification of measure, collection of data, and faculty discussion of data. Prepare and submit draft report to relevant AOL Coordinator. 3 points for each semester in which assessment is required by COB/UM-D.
5. *Independent Studies*: 3 points per 3-credit independent study. Maximum: 6 points
6. *Presentation/Publication from Joint Student/Faculty Research Project*: 3 points per project. List name of the project, and the name and date of the conference/publication. Maximum: 6 points.
7. *Teaching Grants (external to any University of Michigan unit)*: Every \$4,000 earns 1 point, subject to maximum of 15 points per year. Carryover allowed for up to 3 years. Total \$ amount of grant should be divided by the number of PIs/Co-PIs.
8. *Teaching Awards (external to COB)*: Up to 6 points per award. Maximum: 12 points. Carryover allowed. Points to be determined by Executive Committee based on quality of award.

RESEARCH

Meet Baseline Standards

In order to meet baseline standards in research, a faculty member must be classified as either SA or PA for the *current* academic year (i.e., the year covered by this merit document) per COB’s current criteria for AACSB accreditation standards.

Note: Your COB 5-year Faculty Qualification form must accompany this merit document to show proof.

Classification for current academic year (circle one): SA PA Other

Exceed Baseline Standards

In order to earn merit points in research, a faculty member must be classified as SA for the current academic year per COB's 2016 criteria for AACSB standards.

In all cases, points for co-authored items are to be calculated as follows: 1-3 authors = 100% points; 4-5 authors = 75% points; 6+ authors = 50% points. Caveat: For papers with 4+ authors, exceptions may be approved by the Executive Committee if you can present compelling evidence explaining why so many authors were needed, and that your individual contribution was commensurate with a paper with 1-3 authors.

Category 1: Journal Publications. Maximum: 36 points per year. Carryover allowed for up to 3 years.

Superior: 18 points each Very good: 12 points each Good: 6 points each

Category 2: Scholarly Book Chapters (not self-published). 3 points each. Maximum: 6 points per year. No carryover.

Category 3: Research Grants (External to any University of Michigan unit): Every \$4,000 earns 1 point, subject to maximum of 15 points per year. Carryover allowed for up to 3 years. Total \$ amount of grant should be divided by the number of PIs/Co-PIs. Grant must be processed and administered by ORSP.

Category 4: Research Awards (External to COB): Up to 6 points per award. Maximum: 12 points. Carryover allowed. Points to be determined by Executive Committee based on quality of award.

SERVICE

Meet Baseline Standards

In order to meet baseline standards in service, a faculty member must attain at least 9 service points based on the list of activities defined below. Points must be from at least two categories.

Category 1: Discipline Service

1. Editorial Staff of scholarly journal – Superior Journal (9 points); Very Good Journal (6 points); Good Journal (3 points); Other Journal (2 point). Editor: 150%; Associate Editor: 100%; Editorial Board: 50%
2. Serve as a conference or program chair/co-chair/officer of a regional, national, or international academic conference (4 points).
3. Journal paper reviews: 2 points for each review; Maximum 6 points
4. Conference paper reviews: 0.5 points for each review; Maximum 2 points

Category 2: Committee Service.¹ The Committee must have met at least once a year. If chair of the committee, add two more points. Maximum: 18 points.

1. **Level 1 Committee (6 points each)**
 - a. COB Executive Committee
 - b. COB Academic Standards Committee
 - c. Search Committee (Professorial Faculty, Dean, Provost, Chancellor)
 - d. Faculty Senate Council

¹ There will be no committee reclassification requests each year. If you believe that your committee deserves more points than what is listed here, you can include it in your "Make your Case" application.

2. Level 2 Committee (4 points each)

- a. Promotion & Tenure Committee
- b. Faculty Senate
- c. University Curriculum and Degree Committee
- d. Graduate Subcommittee of UCDC
- e. COB Undergraduate Curriculum Committee (no extra points for chair)
- f. COB Graduate Curriculum Committee (no extra points for chair)
- g. COB Academic Integrity Board

3. All other committees and task forces (Specify; 2 points each)

Category 3: COB/Campus Activities

1. Student organization advisor: 3 points. Maximum: 6 points.
2. Fall graduation and/or reception: 1 point
3. Winter graduation: 1 point
4. Mentor.² The mentoring relationship must be an officially recognized relationship, approved by the Department Chair. Each Mentee: 3 points. Maximum: 6 points.
5. Student and/or employer relationship activities (e.g. Celebration of Excellence; official student recruitment functions; internship breakfast; internship referral³): 1 point each. Maximum: 3 points.
6. Candidate recruitment events (e.g., interview candidate, attend job talk, meal with candidate): 1 point per candidate. Maximum: 3 points; not for search committee members.

Category 4: Assessment (Assurance of Learning)

1. DDC Assessment (if required by COB/UM-D)
 - a. Assess class for DDC (2 points). Maximum: 4 points.
 - b. If more than one person is teaching the DDC class, serve as the DDC coordinator (2 points). Maximum: 4 points.
2. COB Assessment (if required by COB)

Work with COB AOL Coordinators to develop and/or administer an activity and/or rubric (other than multiple-choice or test bank questions). Up to 3 points per activity, as decided by the Associate Dean. Maximum: 6 points. Carryover allowed for 3 years.

Category 5: Professional Service Awards (external to COB): Up to 6 points per award. Maximum: 12 points. Carryover allowed. Points to be determined by Executive Committee based on quality of award.

Exceed Baseline Standards

Service points beyond 9 points are classified as service merit points.

LEADERSHIP TEAM DISCRETION

Make the case that one or more of your teaching, research, and/or service activities, not adequately captured above, exceed baseline standards. Maximum of six activities and your total case is limited to a maximum of two pages (plus attachments). Please use bullet points rather than a lengthy narrative.

² There are concerns regarding the effectiveness of the current process, and it may need revision.

³ List name of company and contact that resulted in internship placement.