

**IE DEPARTMENT**

**UW-MADISON**

		Procedure Number IEP 05.1
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Subject:  <b>IE MERIT AND SALARY REVIEW</b>		Date Issued March 18, 2002
		Supersedes February 15, 1980
Written by: IE Chair	Approved by:	Review/Approved Date March 15, 2002

**1. Purpose:**

The purpose of the following procedure, established by the IE Department Executive Committee in accordance with FP&P 5.21, is to define the general policies, guidelines, and steps followed for the annual review and performance evaluation of every faculty member for the purpose of determining recommended merit salary increments, which are transmitted through the IE Chair to the Dean of the College of Engineering.

**2. Scope:**

This procedure addresses the process for soliciting annual activity reports from faculty members, the review and evaluation of the activity reports by the IE Executive Committee, and the assignment of one or more members of the IE Executive Committee to serve as members of the Salary Committee with primary responsibility for determining recommendations of faculty merit salary increments.

**3. Related Procedures and Other Documentation:**

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 04.1	Mentoring and Review Procedure

**Other Documents**

Faculty Policies and Procedure (FP&P) University of Wisconsin-Madison, Chapter 5 – Departmental Faculties  
[http://wiscinfo.doit.wisc.edu/secfac/governance/fpp/chapter\\_5.htm](http://wiscinfo.doit.wisc.edu/secfac/governance/fpp/chapter_5.htm)

Principles and Definitions for Assigning Faculty Workload in Industrial Engineering - 3/17/99□

**4. Policy and Guidelines:**

- 4.1 Under UW-Madison Faculty Policies and Procedures 5.21.D., the periodic review of the performance of every faculty member and the annual determination of recommendations for merit salary increments is the responsibility of the IE Executive Committee. The IE Department Chair is the agent of the IE Executive Committee for the purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.
- 4.2 The IE merit review process shall provide for a faculty member to be heard on his or her own case, if he or she wishes, and for the faculty member to be informed of the outcome of the review. (5.21.D.1.)

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- 4.3** The IE Executive Committee will conduct and provide for an annual written evaluation of every probationary faculty member beginning with the second year of the initial appointment in accordance with the **Mentoring and Review Procedure IEP 04.1**. (See Note 1)

**NOTE 1:** In a year in which a renewal/promotion review is being carried out in accordance with the **Mentoring and Review Procedure IEP 04.1**, this annual evaluation shall normally be part of the renewal/promotion review. (5.21.D.2.)

- 4.4** The functions of the IE Executive Committee in reviewing and evaluating faculty for merit increases will be performed in an impartial manner. Any member of the IE Executive Committee may at any time disqualify himself or herself from any review. (5.21.D.3.)
- 4.5** The IE Executive Committee establishes a Salary Committee, composed of the current IE Chair, the previous IE Chair, and the current Associate Chair(s), with primary responsibility for determination of recommendations of faculty merit salary increments.
- 4.6** In the case of IE Faculty with split appointments, the IE Chair is responsible for negotiating a recommended merit salary increment with the Dean or chair of the other college or departments.
- 4.7** New faculty members who have had only one semester or less on the payroll, and often little or no teaching or service assignments in that time, will not be rated in the categories of teaching, research, and service in the usual manner. Instead, these faculty members will receive a merit salary increment equal to the average of the merit pot or higher as appropriate.
- 4.8** It is the responsibility of the IE Chair to regularly review faculty salaries for possible inequities. However, it is not the role of the merit “pot” alone to take care of salary inequities. When such an irregularity is identified, the Salary Committee may request the IE Chair to work with the Dean in an attempt to solve the problem.

## **5. Procedure:**

### **Faculty Workload Allocation**

- 5.1** Near the end of the fall semester, the IE Chair sends a written request to the all IE faculty members to submit a brief proposal of their intended workload distribution for their twelve equivalent course credit hours of instruction each semester for the upcoming calendar year.

**NOTE 2:** The normal workload for a full-time faculty member paid 100% on instructional funds is a minimum of twelve equivalent course credit hours of instruction each semester. Six equivalent course credit hours are normally allocated as “teaching” for an assignment of two group classroom sections per semester, and at least two individual instruction sections at the undergraduate and/or graduate level per semester. The other six equivalent course credit hours per semester are normally allocated as 3 credits of “research” and 3 credits of “service – both internal and external”. The workloads proposed by faculty members may vary from this “normal allocation” due to planned teaching buyouts or reductions, sabbaticals, special assignments, and other factors.

**NOTE 3:** The initial proposed plan of workload allocation might need to be updated during the year based on unforeseen opportunities or needs. The actual workload allocation for the year will be used as a basis for determining the merit score as defined in Note 5 of this document.

- 5.2** The IE Chair summarizes the individual faculty workload proposals and presents the results for review and approval by the IE Executive Committee at the January meeting.

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### **Annual Activity Reports Solicitation and Rating**

- 5.3 At the start of the spring semester, the IE Chair sends a written request to all faculty members to prepare and submit a written record (report) of their accomplishments in the areas of teaching, research, and internal/external service activities for the previous calendar year. The request also asks for an updated resume, and an additional section at the end of the annual report that highlights activities that made particular contributions toward meeting the IE Department's strategic plan and/or specific strategic objectives.
- 5.4 In mid-February, the IE Chair sends copies of the submitted IE Faculty activity reports to all members of the IE Department Faculty, and requests that Executive Committee members rate the performance of all the faculty (except themselves) in the categories of teaching, research, internal service, and external service.

**NOTE 3:** Faculty performance is rated on a scale of 0-4 with 4 being the best.

**NOTE 4:** In its evaluation and rating, the Executive Committee is to primarily consider performance during the preceding twelve months (calendar year); however, the stochastic nature of such accomplishments as grants received, PhD students graduated, publications, etc as well as merit total amount necessitate some consideration of immediate past evaluations and allocations. Likewise, in establishing reasonable performance expectations, the Committee shall take into account each faculty member's rank and experience.

- 5.5 When the rating process is completed by each member of the IE Executive Committee and submitted to the IE Department Administrator, the overall merit review score is then calculated for each faculty member. See Note 5.

**NOTE 5:** In calculating the overall merit review score, the categories of teaching, research, internal service, and external service are weighted based on the actual workload allocation of the individual faculty member.

- 5.6 The IE Chair sends a notice to the IE Faculty that states the merit reviews scores are available and asks if the faculty members wants to be informed of their results. The IE Chair also offers to meet and discuss the results with the faculty, and personally commends the IE Faculty with high scores for the exceptional performance.

### **Merit Allocation**

- 5.7 After the merit review scores are determined, the IE Chair convenes the Salary Committee and asks each member of this committee to individually recommend an allocation of the merit "pot" for the IE faculty members, primarily determining percentage increases from the average merit score.
- 5.8 The individual salary increase recommendations are then reviewed, and a final recommended merit salary increments is determined and transmitted to the Dean by the IE Chair.
- 5.9 For academic staff and other personnel appointed in the IE Department, the IE Chair consults with their immediate supervisor(s) (if any) and determines a recommended merit salary increment, which is then transmitted to the Dean.

**NOTE 6:** In some cases, Campus or College policy may set floors on percentage increase levels for certain faculty members (e.g. in case of promotion). As the dollar amount of the merit pot is fixed, if the mandated percentage levels for these faculty are higher than what they would otherwise have received then the amounts available for other faculty will be disproportionately decreased. Also, as the primary measure used is the percentage increase, variations in salary levels within the department may cause some faculty members with average merit review scores to receive less than the average dollar increase in a particular year.

END OF PROCEDURE