

Title: ANNUAL FACULTY PERFORMANCE REVIEW
Index #: 60-03.03
Division: FACULTY
Section: EVALUATION
Effective Date: May 1996

Policy Statement

Merit increases in salary will be awarded to faculty in the School of Nursing in recognition of their performance since the last merit increase. In order to be eligible for merit the faculty member must have been employed continuously in the School prior to or by the fall of the preceding year and have a 9, 10, or 12 month appointment.

Decisions regarding merit increases will be based on documented evidence of meritorious performance in the missions of the School: teaching; research; clinical practice; and university, professional, and community service. It is recognized, however, that a faculty member may make an outstanding contribution in only one mission and, given the nature of that contribution may be deemed eligible for a merit award. Both quality and quantity are considered in the determination of what is meritorious. Quality is of primary significance but must be balanced with consideration of quantity so that limited quantity is not associated with merit. In addition, contributions that result in ongoing, cumulative benefit or enrichment to the School warrant particular recognition.

Two pools of merit award dollars will be available: regular merit awards and exceptional merit awards.

Regular merit awards are annual awards based on a faculty member's performance rating which is determined at the time of her/his annual performance review. The performance review is based on the Faculty Productivity Report, faculty evaluations, and other relevant data. The faculty member's administrator will determine a performance rating at the time of the annual review, which will be consistently applied across all units. These ratings are 0, 1, 2, and 3, denoting performance as follows:

- 0 - the expectations of rank have not been met
- 1 - the expectations of rank have been met
- 2 – demonstrated superior performance
- 3 – demonstrated excellent performance

Persons who receive a rating of 1, 2, or 3 are eligible to receive regular merit awards, with higher numbers receiving larger amounts.

All faculty members who receive a rating of 2 or 3 will be eligible for consideration for an exceptional merit award. Exceptional merit awards may be recurring or one-time payments. The Merit Review Committee will develop a rank-ordered list of faculty to be recommended to the Dean for the award of exceptional merit. The Promotion and Tenure Committee will review for

exceptional merit any eligible members of the Merit Review Committee. The rankings from the two committees will be integrated into a single rank-ordered list to be provided to the Dean with recommendations for merit.

In developing recommendations for exceptional merit, the only documentation to be used by the Merit Review Committee and the Promotion and Tenure Committee is the Faculty Productivity Report, in which the applicant will have identified the one or two missions to be considered by the committee in its deliberations. The performance rating determined by the faculty member's unit administrator will not be available to the review committees. The committees will use the promotion and tenure criteria for the applicant's existing rank in reviewing the applicant's Faculty Productivity Report for evidence of meritorious performance.

The Merit Review Committee shall consist of one faculty member from each of the campuses at Ashland, Klamath Falls, and La Grande, and one faculty member from each of the departments on the Portland campus. The committee will elect its own chairperson.

Information provided by faculty in the Faculty Productivity Reports and the discussions of faculty performance by members of the Merit Review Committee and the Promotion and Tenure Committee will be treated as confidential.

Rationale

This policy provides guidelines for faculty completing their annual review of activities and achievements. Annual performance reviews benefit the school by providing a means for evaluating the achievement of the School of Nursing's missions, acknowledging faculty contributions, assisting in faculty development, and determining fit between school needs and faculty abilities. Additionally, reviews benefit individual faculty members by providing a means for fixed-term faculty to identify areas of contribution, tenure-track faculty to identify areas needing concentrated effort toward the achievement of tenure, and tenured faculty to identify areas of concentration for post-tenure review.

Definitions

Unit administrator: Associate deans for the Ashland, Klamath Falls, and La Grande campuses, and chairpersons for the departments on the Portland campus.

Implementing Procedures

| Responsible Party | Action |
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| Dean | Identifies amount of funding available for merit increases, and consults with the Faculty Affairs Committee concerning the algorithm to be used in determining amounts to be awarded for merit. |
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| Office of Administration | Creates a list of faculty who are eligible for merit increases and provides the list to unit administrators for review and confirmation. |
| Unit Administrators | Verify the list of eligible faculty. |
| Office of Administration | Notifies faculty of the schedule and procedures for merit review. Provides faculty with information about the School's merit policy and guidelines for completing a Faculty Productivity Report. |
| Unit Administrators | Identify individual faculty members who have roles that relate operationally to projects, programs, or units outside of the primary unit of appointment. |
| | Notify individual faculty members that they must obtain feedback and documentation of performance in areas of activity that are distinct from the primary role within their unit, and designate the individuals from whom each faculty member must seek an evaluative statement to include in the annual performance review. |
| | Examples (not all-inclusive) of roles that would give rise to an evaluative statement from a program or project director may include: |
| | <ol style="list-style-type: none"> 1. Affiliate or member faculty of a SON or OHSU Center or Institute; 2. Joint-appointed faculty with other units of the SON or OHSU; 3. Co-investigators of research or clinical projects that hold major responsibility for enactment of grant projects, e.g., project directors, faculty with greater than 10% time allocation on the project, or faculty who hold several co-investigator positions on multiple projects; 4. A designated faculty leader in a mission area who receives a stipend for performance in that mission area (requiring a separate evaluation by the mission associate dean); 5. Faculty whose major responsibility is teaching or clinical services for an educational program (to be evaluated by the program director). |
| Faculty | Provides completed Faculty Productivity Report to unit administrator. |
| | Obtains evaluative statement(s) from other parties and provides them to the unit administrator prior to meeting with the unit administrator for the annual evaluation. |

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| Unit Administrators | <p>Develop numeric ratings for each faculty member's performance and meet with individual faculty members to complete the annual evaluation.</p> <p>Provide numeric ratings for all faculty to the Office of Administration.</p> <p>Provide to the Office of Administration a copy of the Faculty Productivity Report of each faculty member who received a rating of 2 or 3.</p> |
| Merit Review and Promotion and Tenure Committees | <p>Meet together, if they wish, to discuss procedures for conducting the review of the Faculty Productivity Reports prior to beginning the review.</p> |
| Office of Administration | <p>Provides copies of individual Faculty Productivity Reports for those faculty members who received a rating of 2 or 3 to the review committee designated to conduct the review for exceptional merit:</p> <ol style="list-style-type: none"> 1. The Faculty Productivity Reports of members of the Merit Review Committee who received a 2 or 3 rating are provided to the Promotion and Tenure Committee for review. 2. The Faculty Productivity Reports of all other faculty who received a 2 or 3 rating are provided to the Merit Review Committee for review. <p>Each member of the committees will receive a copy of every Faculty Productivity Report to be reviewed by that committee, with the documents collated by rank.</p> <p>Provides a form to each committee member to assist in recording the rankings that each member assigns to the individuals being reviewed.</p> <p>Note: Faculty members employed solely by grant- or contract-funded projects or by a self-support program may be evaluated for exceptional merit by the employing supervisor.</p> |
| Chair, Merit Review Committee | <p>Assigns a primary and a secondary reviewer to each application for exceptional merit. A committee member will not be assigned as a primary reviewer for a faculty member in her/his own unit, if possible.</p> |
| Merit Review Committee | <p>The committee's procedures will be as follows:</p> <ol style="list-style-type: none"> 1. The primary and secondary reviewer will orally present their recommendations regarding each faculty member. The reviewers will |

state their recommendations for the mission(s) identified by the applicant and the priority range in which the applicant would be rated.

The priority ranges are:

Outstanding 1.0 - 1.49

Excellent 1.5 – 1.99

Good 2.0 – 2.49

Satisfactory 2.5 – 2.99

Adequate 3.0 – 3.49

Fair 3.5 – 3.99

Acceptable 4.0 – 5.00

2. Following the primary and secondary reviewer's presentation, a time-limited discussion regarding the applicant's materials will take place.
3. Each member of the committee will privately write her/his numerical rating, using the priority ranges listed above, of the applicant's performance on a tracking form.
4. The committee compiles the results from all committee members, calculating an average score for each person.
5. The committee provides the average score for each person to the Office of Administration.

Chair, Promotion
and Tenure
Committee

Assigns a primary and a secondary reviewer to each application for exceptional merit. A committee member will not be assigned as a primary reviewer for a faculty member in her/his own unit, if possible.

Promotion and
Tenure Committee

The committee follows the same procedures and uses the same rating system as the Merit Review Committee (above).

Office of
Administration

Receives the average score for each person from the Merit Review Committee and the Promotion and Tenure Committee.

Combines the lists of average scores received from the two committees and places the scores in rank order, from 1.0 to 5.0.

Provides the combined list of scores (without individuals' names) in rank order to the Merit Review Committee.

Merit Review
Committee

Develops recommended awards for exceptional merit for each score.

Provides the recommendations of awards for exceptional merit to the Office of Administration.

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| Merit Review and Promotion and Tenure Committees | <p>Develop a written statement summarizing the basis for the committee's recommendation of an award for exceptional merit for each recipient.</p> <p>Provide the written statements to the Office of Administration.</p> <p>Return Faculty Productivity Reports to the Office of Administration.</p> |
| Office of Administration | <p>Provides to unit administrators, for each of the faculty members who were reviewed for merit in their respective units:</p> <ol style="list-style-type: none"> 1. A summary of the merit rating and proposed merit increase; 2. Written statements from the Merit Review Committee and the Promotion and Tenure Committee, summarizing the basis for the committee's recommended award for individual faculty members for exceptional merit. <p>Files one copy of the Faculty Productivity Reports in Administration's personnel files and destroys other copies.</p> |
| Unit Administrators | <p>Provide feedback to the Dean on proposed merit increases for individual faculty, recommending approval or change.</p> |
| Office of Administration | <p>Provides summary of all recommended merit increases to the Dean.</p> |
| Dean | <p>Approves or revises the amounts recommended to be awarded for merit, and notifies the Office of Administration of the decisions.</p> |
| Office of Administration | <p>Notifies unit administrators of final merit award amounts for each faculty member.</p> |
| Unit Administrators | <p>Notifies individual faculty members of merit increases.</p> |

Accepted by Faculty May, 1996. Revised 6/98. Revised 7/02.