Faculty Merit Criteria and Nominating Procedures

**MERIT CRITERIA:** Based on the 2006 CBA, an expanded program has been initiated to recognize and reward exemplary faculty performance. The merit criteria included are intended to give specific guidelines to the College Personnel Committees and to the awards committee on how to assess the faculty members’ submissions for merit awards. Each category demonstrates what a “base” level of faculty activity should be in contrast to a “meritorious” level of faculty activity. College Personnel Committees and the final award committee should only consider applications that clearly meet the criteria of “meritorious.”

The University does not expect all faculty members to be performing all of the time at a meritorious level. It does expect them to achieve a level of “good” performance all of the time. For purposes here, “good” is defined as satisfying the “base” criteria below and “working collegially, collaboratively and productively to achieve department, college, and university goals.”

**Importance of Supporting Goals:** Meritorious faculty members align their individual achievements with the mission and goals of their department, college, and university. Thus, in addition to meeting the substantive criteria listed below, it is expected each applicant will note how their performance in teaching, scholarship and or service advances selected organizational and strategic goals.

**Open, Clear, Rigorous Process:** The review process is intended to be transparent, competitive, and evidence based. The award is for excellence and that level of performance must meet or exceed the expressed criteria. Applications must be carefully and fully documented.

**MERIT AWARDS** (CBA 3.3)

**Outstanding faculty awards:** The (10) Faculty members who have made the greatest contribution to teaching during the course of the previous academic year will receive a one-time award of $1500; the (10) Faculty members who have made the greatest contribution to scholarship and/or creative activity during the course of the previous academic year will receive a one-time award of $1500; and the (10) Faculty members who have made the greatest contribution to service during the course of the previous academic year will receive a one-time award of $1500.

**Distinguished faculty awards.** From among the ten (10) faculty members who receive awards for their contribution to the categories of teaching, scholarship or service, the faculty member judged to have made the greatest individual contribution in each category will receive an additional one-time award of $2500.
Professors of the year award. The five (5) faculty members who have made the greatest contribution to the university during the course of the previous academic year through their outstanding performance in two or more categories of teaching, scholarship and/or service will receive a one-time award of $2500.

President’s award winner. From among the five (5) faculty members who receive awards for their contribution to the University through their outstanding performance in two or more of the categories of teaching, scholarship and/or service, the faculty member judged to have made the greatest individual contribution to the University will receive an additional one-time award of $2500.

ELIGIBILITY: All faculty covered by the Collective Bargaining Agreement at Eastern Washington University.

NOMINATIONS: Finalists for merit awards will be nominated by the college personnel committees (CBA 3.3.2). At the department/program level a faculty member can be self-nominated or nominated by a peer in his/her department or program.

MATERIALS SUBMITTED (responsibility of the faculty member):

- Nomination cover letter includes:
  - Clear statement of which outstanding faculty award the faculty member is applying for: a) teaching, b) scholarship and/or creative activity, c) service d) two of the three categories or e) all three categories.
  - Explanation of the quality as well as quantity of the activity put forth by faculty member for consideration of a merit award. For example, for research merit the nomination should include a description of the significance and relevance of the scholarship/creative activity being put forward as meritorious.
    - Length: nomination letters should be no longer than three single-spaced pages.
- Curriculum vitae
- Minimum of 1 supporting letter from a faculty peer at EWU (could include department chairs/program directors where appropriate).
  - Length: supporting letters should be no more than two single-spaced pages in length.
- Two (maximum) supporting pieces of evidence for each category being considered. Evidence may include letters of support from colleagues off campus.
  (e.g., if a faculty member is only applying for consideration for service, a minimum of two pieces of evidence supporting service activities are necessary, such as a letter of acknowledgement from the committee chair and/or a product that the committee produced. If a faculty member is
applying for consideration in all three categories there needs to be a maximum of two pieces of evidence for teaching, two for research and two for service)

Evidence of Meritorious Teaching Performance:

Evidence of meritorious teaching includes above average quality, innovation, and impact of teaching on students as may be demonstrated by:

- currency of syllabus materials;
- implementation of innovative or creative teaching methods;
- development of innovative or creative methods to evaluate individual teaching, courses or curriculum;
- strongly positive student and colleague evaluations of teaching;
- scholarliness and creativity of students' projects, papers, theses and dissertations;
  (Note: Undergraduate and graduate teaching is reviewed without bias)
- project proposals, training grants and funding for teaching innovations;
- student and student/faculty publications;
- faculty scholarly publications in refereed journals related to teaching;
- publication of books or book chapters on teaching methodologies;
- teaching awards;
- visiting professorships;
- invited presentations or classes.
- Contributions in assessment activities
- Collaborative and/or interdisciplinary teaching activity

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<th>MERITORIOUS</th>
<th>BASE</th>
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<tbody>
<tr>
<td>Demonstrates outstanding teaching effectiveness in Category A and above average quality level activity in B and C.</td>
<td>Demonstrates teaching effectiveness in Category A and satisfactory or average quality level activity in B and C.</td>
</tr>
</tbody>
</table>

A. **Evaluative Support**

1. Faculty must show evidence of positive student evaluations as defined by his/her department/program. (Currently, no standardized student evaluation instrument has been adopted by the University. However, the CBA adopted in 2006 mandates that a
standardized teaching instrument be implemented by fall 2007. Until a determination is made regarding the instrument which will be used on campus, decisions regarding quality of student teaching evaluations will be based on instruments currently in use.

2. Other positive peer evaluations to support overall teaching effectiveness

**B. Innovations in Courses and Teaching**

1. New courses developed
2. New course preparations (statement of extent of preparation)
3. Major revision of established courses (specify & clarify nature of revisions)
4. Evidence of involvement in curriculum/program development (specify & clarify nature of development activities, with emphasis on technology and diversity)
5. Development of teaching techniques including teaching aids, information systems technology and demonstrations (Faculty should support listings with clarifying information to enable reviewers to understand extent of effort)

6. Receipt of funds to improve teaching (Submission of proposals for funding to improve teaching may also be considered meritorious).

**C. Teaching Enhancement Activities**

1. Professional training designed to enhance teaching effectiveness, with particular emphasis on departmental goals; list activity, sponsor, date, time commitment
2. Supervision: e.g. independent studies, thesis, graduation with distinction, graduate papers, honors, etc.
2. supervision: e.g. independent studies, thesis, graduation with distinction, graduate papers, honors, etc.
3. scholarly publications in refereed journals, books, or book chapters related to teaching;

**Evidence of Meritorious Scholarly/Creative Activity:**

Evidence of meritorious scholarly/creative activity includes research, scholarship, and/or creative activity that may lead to publication, performance, or formal presentation in the faculty member’s field. The activity may also lead to external funding recognizing the faculty member’s current or potential contribution to his/her field.

Among the types of activities considered for evaluation under this heading may be the following (not an exclusive list):
- published monographic book or chapter in a book
- published articles in peer-reviewed journals
- performances at regional/state or national/international level
- exhibitions of creative works at regional/state or national/international museums or galleries
- speeches or paper presentations at regional/state or national/international conferences
- publication of presented papers in conference proceedings

**Publication or equivalent in a given academic year:**

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<tr>
<th>Meritorious</th>
<th>Base</th>
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<tbody>
<tr>
<td>One or more publications in peer-reviewed journals</td>
<td>On-going scholarly/creative activity</td>
</tr>
<tr>
<td>One or more monographs, textbooks, books in series, etc.</td>
<td>Exhibition or performance at a State or regional level</td>
</tr>
<tr>
<td>Exhibition or performance at a national or international level</td>
<td>Presentation of a paper at a conference (lecture, workshop,</td>
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</table>
conference with publication in peer-reviewed proceedings.

clinic, etc.)

External Funding:

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<tr>
<th>Meritorious</th>
<th>Base</th>
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<tbody>
<tr>
<td>Receipt of external funding of $5,000+</td>
<td>Submission of an external funding proposal</td>
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</tbody>
</table>

**Evidence of Meritorious Service Performance:**

Evidence of meritorious Service includes above average quality as measured by the relevance, significance and impact of that service. Evidence must stress university engagement and/or community engagement. Activities may include:

- Active participation and/or effective leadership in University Governance
- Active participation and/or effective contributions in advancing the member’s academic and professional disciplines
- Effective and relevant contributions in community and public service.

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<th>Meritorious</th>
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<tr>
<td>Demonstrates evidence of effective contribution and leadership in 2 of the 3 areas and minimally includes contributions in 4 distinct activities over all 3 areas (University, Profession, Community).</td>
<td>Demonstrates evidence of participation in A1 and B1 and 3 other areas.</td>
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A. University Service

1. Active participation/leadership on departmental committees
2. Active participation/leadership on college level committees
3. Active participation/leadership on university level committees
4. Active participation/leadership in assessment and planning
5. Advising beyond academic advising
6. Sponsorship of campus organizations/groups

A. University Service

1. Membership/contribution on departmental committees
2. Membership/contribution on college level committees
3. Membership/contribution on university level committees
4. Advising beyond academic advising
5. Sponsorship of campus organizations/groups
6. Other duties related to University Governance
7. Other activities contributing to University Governance

B. Professional Service
   1. Active participation/leadership in professional organizations
   2. Service on editorial boards
   3. Event and program planning
   4. Consultation and expert testimony
   5. Other activities contributing to service to Profession/Discipline

C. Community Service
   1. Public or Civic Contributions/leadership at local, state, national and/or international level
   2. Consultation to government, industry, NGOs
   3. Engaged community outreach
      This is defined as service learning performed by students and/or knowledge application by faculty through applied research related to community identified needs that results in social, cultural and economic benefit. Expected documentation on performance minimally requires addressing level of effort and measurement of outcome for service activities.
   4. Other activities contributing to effective service to community

Items in A require documentation and support letters on level of effort and outcomes of contributions. Items B & C require documentation on level of effort and must address, where appropriate, the 3 dimensions of quality identified below.

Relevance
   Consistent with University and Client Values and Interests
   Appropriateness of Expertise
   Degree of Collaboration
   Sufficiency and creative use of resources

Significance
   Relative importance of issues/problems/opportunity addressed
   Progress toward goals/objectives of consequence
   Promotes sustainability and capacity building
   Advancement of University/Community relations
   Advancement of Diversity
   Benefit to the University

B. Professional Service
   1. Membership/contributions in professional organizations
   2. Service on editorial boards
   3. Event and program planning
   4. Consultation and expert testimony
   5. Other activities contributing to service to Profession/Discipline

C. Community Service
   1. Contribution/leadership at local, state, national, and/or international level
   2. Consultation to government, industry, NGOs
   3. Engaged community outreach
      This is defined as service learning performed by students and/or knowledge application by faculty through applied research related to community identified needs that results in social, cultural and economic benefit. Expected documentation on performance minimally requires addressing level of effort and measurement of outcome for service activities.
**Impact**
- Positive impact on issues, institution, individual
- Promotes sustainability and capacity building
- Advancement of University – Community Relations
- Advancement of Diversity
- Benefit to the University