


The College of Social and Behavioral Sciences

	Policy:	
	Annual Evaluation and Merit Adjustments for New or Retiring Unit and College Administrators	
	Revision:	Effective:
	18 June 2001	18 June 2001

Policy

The fact that faculty are evaluated on the basis of a calendar year report period, while administrators are evaluated on the basis of a fiscal year period, makes the evaluation and merit adjustment calendar for an individual's year of transition into (or out of) an administrative post rather complex. The following policies will be used as models for setting these calendars in individual cases.

(I) For an individual who **begins a full year** of administrative service on (for example) July 1, 1999, the following will apply:

(a) the *department's* overall evaluation of the individual as faculty member for activities during calendar year 1998 will be utilized for any merit adjustment that becomes available during academic year 1999-2000 (since by ABOR rules this adjustment is to reward activities during calendar year 1998, and in theory ought to have been available to the individual as of July 1, 1999); the individual's merit adjustment during 1999-2000 will be taken out of the pool available to faculty in his or her unit; and

(b) the *dean's* overall evaluation of the individual's administrative work during fiscal year 1999-2000 (which takes into account the individual's Peer Committee's evaluation of her teaching and research during calendar year 1999) will be utilized as the basis for the merit adjustment that becomes available during academic year 2000-01 (since in principle this adjustment should have become available to the individual as of July 1, 2000); the individual's merit

adjustment during 2000-01 will be taken out of the pool available for college administrators;

(II) For an individual who **begins a full year** of administrative service on (for example) January 1, 2000, the following will apply:

(a) the *department's* overall evaluation of the individual as faculty member for activities during calendar year 1999 will be utilized for any merit adjustment that becomes available during academic year 2000-01 (since by ABOR rules this adjustment is to reward activities during calendar year 1999, and in theory ought to have been available to the individual as of July 1, 2001); the individual's merit adjustment during 2000-01 will be taken out of the pool available to faculty in his or her unit; and

(b) the *dean's* overall evaluation of the individual's administrative work during an eighteen month period (January 2000 through June 2001), an evaluation which takes into account the individual's Peer Committee's evaluation of his or her teaching and research during calendar year 2000, will be utilized as the basis for the merit adjustment that becomes available during academic year 2001-02; the individual's merit adjustment during 2001-02 will be taken out of the pool available for college administrators;

(In cases where the total period of administrative service is only twelve months, the dean's overall evaluation, taking into account the Peer Committee's evaluation for that period, for that twelve month period will form the basis for the merit adjustment.)

(III) For an individual who **ends a full year** of administrative service on (for example) June 30, 2000, the following will apply:

(a) the *dean's* overall evaluation of the individual's administrative work during fiscal year 1999-2000 (which takes into account the individual's Peer Committee's evaluation of her teaching and research during calendar year 1999) will be utilized as the basis for the merit adjustment that becomes available during academic year 2000-01 (since in principle this adjustment should have become available to the individual as of July 1, 2000); the individual's merit

adjustment during 2000-2001 will be taken out of the pool available for college administrators;

(IV) For an individual who **ends a full year** (or more) of administrative service as of (for example) December 31, 2000, the following will apply:

(a) the *dean's* overall evaluation of the individual's administrative work during fiscal year 1999-2000 (which takes into account the individual's Peer Committee's evaluation of her teaching and research during calendar year 1999) will be utilized as the basis for the merit adjustment that becomes available during academic year 2000-01 (since in principle this adjustment should have become available to the individual as of July 1, 2000); the individual's merit adjustment during 2000-2001 will be taken out of the pool available for college administrators;

(b) an overall evaluation for calendar year 2000, combining the dean's evaluation and the department's evaluation, will be utilized as the basis for the merit adjustment that becomes available during academic year 2001-02 (since in principle this adjustment should have become available to the individual as of July 1, 2001); in the combined evaluation, the dean's evaluation of the individual's administrative service from July 2000 through December 2000 will normally be weighted as one-quarter of the evaluation, and the department's evaluation of the individual's faculty activities during calendar year 2000 will normally be weighted as three-quarters of the evaluation; the individual's merit adjustment during 2001-02 will be taken out of the pool available to faculty in his or her department;

(V) For an individual who **begins a half year** of administrative service on (for example) July 1, 1999, the following will apply:

(a) the *department's* overall evaluation of the individual as faculty member for activities during calendar year 1998 will be utilized for any merit adjustment that becomes available during academic year 1999-2000 (since by ABOR rules this adjustment is to reward activities during calendar year 1998, and in theory ought to have been available to the individual as of July 1, 1999); the individual's merit adjustment during

(b) 1999-2000 will be taken out of the pool available to faculty in his or her department; and

(c) an overall evaluation for calendar year 1999, combining the dean's evaluation and the department's evaluation, will be utilized as the basis for the merit adjustment that becomes available during academic year 2000-01 (since in principle this adjustment should have become available to the individual as of July 1, 2000); in the combined evaluation, the dean's evaluation of the individual's administrative service from July 1999 through December 1999 will normally be weighted as one-quarter of the evaluation, and the department's evaluation of the individual's faculty activities during calendar year 1999 will normally be weighted as three-quarters of the evaluation; the individual's merit adjustment during 2000-01 will be taken out of the pool available to faculty in his or her department;

(VI) For an individual who **begins a half year** of administrative service on (for example) January 1, 2000, the following will apply:

(a) the *department's* overall evaluation of the individual as faculty member for activities during calendar year 1999 will be utilized for any merit adjustment that becomes available during academic year 2000-2001 (since by ABOR rules this adjustment is to reward activities during calendar year 1999, and in theory ought to have been available to the individual as of July 1, 1999), and

(b) an overall evaluation for calendar year 2000, combining the dean's evaluation and the department's evaluation, will be utilized as the basis for the merit adjustment that becomes available during academic year 2001-02 (since in principle this adjustment should have become available to the individual as of July 1, 2001); in the combined evaluation, the dean's evaluation of the individual's administrative service from January through December 2000 will normally be weighted as one-quarter of the evaluation, and the department's evaluation of the individual's faculty activities during calendar year 2000 will normally be weighted as three-quarters of the evaluation; the individual's merit adjustment during 2001-02 will be taken out of the pool available to faculty in his or her department.

Knowledge