

**Service Merit Policy**  
**Department of Business - University of Wisconsin-Parkside**

**Approved on November 20, 2019**

**Effective from January 1, 2020**

The purpose of this document is to specify the policy and procedure for determining service merit in the Department of Business (DOB).

The goal of the service merit policy is to reward those activities that contribute towards the daily operations of the department and/or the mission of the department, school and university. Service merit encompasses activities that are not directly rewarded through teaching and research merit review. These activities include service to the DOB, CBEC, UWP, UW system, Student Engagement & Success, and Profession.

**Service Merit Points**

Service merit scores will be calculated using rubric presented in table at the end of this document. Notes below provides additional clarification to rubric presented in the table.

- 1) Service Merit points are currently awarded biannually out of 5 points. Total merit points is sum of points received in Group A (mandatory service) and Group B (additional service activities).
- 2) You can earn up to 2 points in Group A. If a faculty member earns more than 3 points in Group B, a maximum of 2 points will be carried forward to Group B for one additional cycle but will not add up to Group A.
- 3) There are maximum caps given for each sub-group within Group B. For full time instructors, there will be no maximum caps for sub-groups within Group B. They will be able to carry forward maximum 2 points accumulated in Part B and apply it to both Groups (Group A and Group B) for one additional cycle.
- 4) Tenure track faculty members during first two years will receive additional 50% points on what they have accumulated in Group B.
- 5) \* Mandatory meetings are the business department meetings, executive committee meetings in case of tenured faculty members, and other committee meetings where membership is not optional. If faculty member is absent due to conducting other university related business, he or she should be counted as present. Informed absences due to personal reasons should be counted as absent.
- 6) \*\* 50% more points for serving as chair. Maximum cap will remain the same.
- 7) \*\*\* Global initiatives should be related to MOU or strengthen ties with partner institution for CBEC. Exclude days in-transit, conference attendance, and conducting teaching activities abroad.

- 8) ~ This activity is set to expire by Fall 2021 as advising responsibilities are shifted towards non-faculty advisors.
- 9) ~ Activities should strictly be related to promoting UWP to outside community.
- 10) ^ Executive committee will determine appropriateness of activities petitioned in other category. There is maximum cap of 0.5 for other activities within each sub group.
- 11) If faculty member or full time instructor does not have teaching assignments during any fall or spring semesters (e.g. sabbatical, new hires etc.) prorated proportional scores should be calculated in Group B.
- 12) Any adjustments by administration to service merit scores should be done in consultation with Executive Committee.

### **Service Merit Responsibilities**

It is joint responsibility of department chair and executive committee chair to keep track of attendance of the mandatory department meetings and calculate points earned by each faculty members and full time instructors in Group A.

~ At the end of each fall and spring semester, committee chair should report number of hours of committee meetings attended by each committee members to their members and executive committee chair.

Faculty members and full time instructors will use rubric given in this policy document to calculate their service merit scores in Group B. They can petition for points in Group B by providing calculations and appropriate necessary documentation to Executive Committee members 10 days prior to the Executive Committee meeting related to merit.

The Executive Committee will assign a service merit score to each faculty members and full time instructors.

Service merit activities should be included in annual merit summary and made available to faculty members and full time instructors.

### **Implementation of Service Merit Policy**

In Spring 2020 when merit review will be conducted, faculty members and full time instructors will have choice to go using old system or this new system.

For next merit review after Spring 2020, proposed system will be used for everyone.

It is advised that this policy should be considered for review in Fall 2023.

	Items	Measures	Points
Group A	<b>Earn 2 points in this category</b> <u>Mandatory Meetings</u> % of Business Department & other required meetings attended*	80% to receive 2 point, 0.25 less every 10% less	2
Group B	<b>Earn 3 or more points below. Points more than 3 with limit of Max 2 will carry forward to Group B for one additional cycle but will not add up to Group A</b>		<b>Max Points</b>
	- <u>University Committee Meetings</u> Committees given in Schedule A Committees given in Schedule B Committees given in Schedule C	0.4 points / committee /year of service ** 0.3 points / committee /year of service ** 0.2 points / committee /year of service**	2
	- <u>Search Committee</u> Search Committees given in Schedule D Search Committees given in Schedule E Search Committees given in Schedule F Search Committees given in Schedule G	0.5 points /search committee ** 0.4 points /search committee ** 0.3 points /search committee ** 0.2 points /search committee **	2
	- <u>CBEC Meetings</u> Committee meetings given in Schedule H -	0.1 points / hour of meeting attended**~	2
	- <u>CBEC leadership roles</u> Serve as Department Chair Serve as Executive Committee Chair Serve as mentor for tenure-track faculty members Other CBEC Leadership roles^ -	0.75 points / year of service 0.5 points / year of service 0.2 points / year of service ^	2
	- <u>UW System Committee Meetings</u> UW System Level Committees	0.2 points / committee /year of service**	2
	- <u>Accreditation</u> Producing assessment reports for program level competency Other accreditation related work^ -	0.25 points/ program level competency /semester ^	1

<p><u>Service to Student Engagement and Success</u></p> <p>Student Advising~~</p> <p>Advising student organization</p> <p>Leading student events or activities ( e.g. competition)</p> <p>Commencement participation (Marshal)</p> <p>Commencement participation</p> <p>Other activities related to student engagement and success^</p>	<p>0.25 points / year of service</p> <p>0.25 points/organization/year</p> <p>0.25 points/event or activity</p> <p>0.2 points per commencement</p> <p>0.1 points per commencement</p> <p>^</p>	<p>1</p>
<p>-</p> <p><u>Global Initiatives***</u></p> <p>Travelling on international trips</p> <p>Other global initiatives^</p> <p>-</p>	<p>0.1 points per day spent internationally working on global initiatives</p> <p>^</p>	<p>1</p>
<p>-</p> <p><u>Service to the Profession</u></p> <p>Serve on advisory board of a professional organization</p> <p>Serve as reviewer for journal publication</p> <p>Serve as editor for conference proceedings or journal</p> <p>Serve as reviewer for conference proceedings</p> <p>Serve as conference track chair</p> <p>Serve as conference session chair/panel discussant</p> <p>Serve as conference organizer</p> <p>Serve as an external reviewer to tenure and/or promotion application</p> <p>Other service activities related to the Profession^</p>	<p>0.2 points per organization per year</p> <p>0.2 points per journal per year</p> <p>0.4 points per journal per year</p> <p>0.2 points per conference</p> <p>0.2 points per conference</p> <p>0.1 points per session , 0.3 points max per conference</p> <p>0.5 points per conference</p> <p>0.2 points per application served.</p>	<p>1</p>
<p><u>Promoting UWP to the Community~~~</u></p> <p>Guest Speaker or Presenter</p> <p>Serve as UWP Representative on outside committees</p> <p>Serve as Board Member of Community Organization</p> <p>Other activities promoting UWP^</p>	<p>0.25 points per event</p> <p>0.2 points per year of service</p> <p>0.25 points per organization per year of service</p>	<p>1</p>

**Schedule A**

Committee on Academic Planning  
Course and Curriculum Committee  
Personnel Review Committee  
University Committee

**Schedule B**

Academic Achievement and Assessment Committee  
Academic Policies Committee  
Committee on Research and Creative Activity  
Committee on Teaching and Learning  
Faculty Senate  
General Education Committee  
Institutional Review Board

**Schedule C**

Academic Action Committee  
Athletic Board  
Awards and Ceremonies Committee  
Committee on Advising  
Information Resources Committees  
Faculty Rights and Responsibilities Committee  
Other university committees not covered in schedule A & B

**Schedule D**

Chancellor  
Vice-Chancellor/ Provost

**Schedule E**

CBEC Dean  
Vice Provost

**Schedule F**

Tenure-track CBEC faculty member

**Schedule G**

Director  
Instructor (if committee is formed)  
Other Positions not covered in schedule D, E, & F

**Schedule H**

CBEC & College-level Committee meetings  
Other Business Department Committees not covered in Group A