

Teaching Merit Policy
Department of Business - University of Wisconsin-Parkside
Adopted May 4, 2005

The purpose of this document is to specify the policy and procedure for determining teaching merit in the Department of Business.

The goal of the teaching merit policy is to reward those activities that contribute toward a quality learning experience in courses offered by the department and/or the school and university. Teaching includes any activity related to course and curriculum development, course presentation, course-related interaction with students, evaluation of student learning, tutoring, advising, and other learning services developed for students.

Teaching Merit Points

The teaching merit score is the sum of the average student evaluation score, the adjustment to the student evaluation score and excess points from a previous merit period. The maximum score assigned to a faculty member is 5 and the minimum is 1.

Average student evaluation score. The average student evaluation score is equal to the higher of either the simple or weighted average (weighted by the number of students in the class section) of each class section evaluation response to the overall instructor evaluation question (currently #12 on the survey instrument).

Adjustment to the student evaluation score. The Executive Committee may determine that the average student evaluation score should be adjusted. The range of the adjustment can vary between -0.4 and 0.4. The Executive Committee may request copies of syllabi, textbooks, readings, grade distributions, information about guest speakers, or any other information considered pertinent. Faculty members should consult “Guidance for Preparation of a Teaching Portfolio” for a list of the type of activities that could result in a positive adjustment. Reasons for negative adjustments could include unapproved class cancellations, frequent student complaints, and failure to complete the department’s assessment plan. If the Executive Committee determines that an individual faculty member’s score should be adjusted and is unable to reach a consensus on the magnitude of adjustment, the mean value of the Executive Committee’s adjustment will be used.

Excess points. A maximum of .4 excess points can be carried over to the next merit period. Excess points are calculated as follows: Teaching Merit Points – 5 = Excess points carried to next merit period.

Teaching Merit Responsibilities

The Executive Committee will assign a teaching merit score to each faculty member. The merit scores will be based upon documentation submitted by the faculty member and the department chair. Teaching merit activities should be included on the faculty member’s annual merit summary and available to Executive Committee members 10 days prior to the Executive Committee meeting related to merit. Faculty members petitioning for an adjustment to the student evaluation score must provide a teaching portfolio. The teaching portfolio should also be available to Executive Committee members 10 days prior to the Executive Committee meeting related to merit. The Executive Committee will prepare and make available to faculty members a

document entitled “Guidance for Preparation of a Teaching Portfolio”. The “Guidance for Preparation of a Teaching Portfolio” will provide suggestions on how to document indicators of student learning and teaching effectiveness appropriate to the missions of the Department of Business and the University.