

Teaching Merit Policy

Department of Business - University of Wisconsin-Parkside

Approved on November 1, 2019

Effective from January 1, 2020

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 all activities that faculty members and full time instructors undertake to meet needs of students, the department and/or the school and university effectively. Teaching includes any activity related to course and curriculum development, its delivery method, course-related interaction with students, evaluation of student learning, tutoring, advising, and other learning services developed for students.

Teaching Merit Points

Teaching merit score will be calculated using rubric presented in Table 1. Notes below provides additional clarification to rubric presented in the table.

- 1) Rubric consist of three parts— A (Basic), B (Additional), and C (Developmental). We expect CTS assistance to calculate Part A and B will be calculated automatically. Points on Part C will be awarded based on evidence provided by faculty members & full time instructors and as determined by executive committee.
- 2) Teaching Merit points are currently awarded biannually out of 5 points. Total merit points is sum of points received in Parts A, B, and C. If total exceeds 5 points, maximum 2 points can be carried forward for one additional merit point review period.
- 3) Unless otherwise stated, all semesters - fall, winterim, spring, and summer should be considered for calculations.
- 4) *Minimum preparations should be adjusted proportionally if teaching load varies from 4+4 per academic year. For full time instructors with teaching load more than 4+4 minimum preparations are two. For graduate teaching and online teaching in Part A, points should be adjusted if teaching load is less than 4+4 per academic year.
- 5) **Standard cap is expected cap for graduate and undergraduate level courses. It is currently 40 for 100, 200 level courses and 35 beyond 200 level courses.
- 6) ***No flex points will be awarded if you have received course release for as an instructor role in flex program.
- 7) ~ Courses taught at partner institution should have MOU with UWP. It should benefit CBEC in terms of enrollment or fulfilling terms or obligations outlined in MOU.

- 8) ~Developed online courses must be approved using Quality Matters Rubric by an external agency (graduate courses) as determined by MBA committee for Graduate Courses. Undergraduate courses must be approved using Quality Matters Rubric by Center for Teaching Innovations.
- 9) If faculty member or full time instructors does not have teaching assignments during any fall or Spring semesters (e.g. sabbatical, new hires etc.) prorated proportional scores for Minimum preparations, Graduate Teaching and Online Teaching in Part A should be calculated.
- 10) Any adjustments by administration to teaching merit scores should be done in consultation with Executive Committee.

Teaching Merit Responsibilities

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

Committee expects CTS assistance to calculate Part A and B automatically.

Faculty members and full time instructors will petition for points to receive in Part C. Petitioning members should provide necessary documentation to Executive Committee members 10 days prior to the Executive Committee meeting related to merit.

Teaching merit activities should be included in annual merit summary and available

Implementation of Teaching 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.

Table 1: Teaching Merit Points Calculation Rubric

| Category | Item | Description | Max Points |
|----------|---------------------------------|---|-------------------|
| A | Teaching Evaluations | Weighted average (by no. students responded) of course evaluations taught during Fall and Spring Semesters adjusted proportionally out of 3 | 3 |
| | Minimum Preparations | 0.1 points for every Fall and Spring Semesters if you have minimum 2 preparations* based on 4+4 teaching load. | 0.4 |
| | Graduate Teaching | 0.1 points for every 1 credit of graduate level course (excludes Ind. Study/ Internships) taught during Fall and Spring Semesters * based on 4+4 teaching load. | 0.8 |
| | Online Teaching | 0.2 points for every Fall and Spring Semesters if you have taught online course * based on 4+4 teaching load | 0.8 |
| | | | Max Points |
| B | Additional Preparations | 0.1 points for every additional preparation beyond minimum 2 taught* based on 4+4 teaching load during Fall & Spring Semesters | 1 |
| | Enrollment (Tier 1) | 0.1 points for every 2 credit graduate course enrollment greater than Standard Cap -10 ** | 1 |
| | Enrollment (Tier 2) | 0.1 points for every 2 credit graduate or 3 credit undergrad level course enrollment greater than Standard Cap ** | 1 |
| | Study Abroad | 0.5 points for every 2 credit graduate or 3 credit undergrad level study abroad course conducted | 1 |
| | Community Based Learning | 0.2 points for every 2 credit graduate or 3 credit undergrad level CBL designated course conducted | 1 |
| | Independent Study | 0.2 points for 2 credit graduate or 3 credit undergrad level of independent study supervised per student | 2 |
| | Internships | 0.1 points for 2 credit graduate or 3 credit undergrad level of internships supervised per student | 1 |
| | | | Max Points |
| C | Flex Program | 0.1 points for per subscription period teaching for flex Program *** | 1 |
| | Courses at Partner Institutions | 0.5 points for every 2 credit graduate or 3 credit undergrad level course taught at Partner institutions. ~ | 2 |
| | CBL Designation | 0.1 points for every 2 credit grad or 3 credit undergrad level CBL course designated | 1 |
| | DV Course Designation | 0.1 points for every 2 credit grad or 3 credit undergrad level Diversity course designated | 1 |
| | Teaching Awards | 0-1 points for teaching awards received based on executive committee evaluation | 1 |
| | Course Development | 1 points for every 2 credit grad or 3 credit undergrad level online course developed and approved~~ | 2 |