

**DEPARTMENT OF PSYCHOLOGY**  
**MERIT DOCUMENT**  
**(Approved August 27, 2013; Revised April 25, 2014 and February 3, 2016)**

During the Spring 2012 semester, the Strategic Planning Advisory Committee recommended the formation of a committee that would be responsible for updating the department's merit document. The previous document was adopted in 2001 with minor revisions to thesis credit made in 2008. Moreover, requirements for tenure and promotion to associate professor were revised April 2010 and requirements for promotion to professor were revised March 2012. Our Chair, Jim Denniston, noting concerns/imbalance/missing tasks in the older document formed the Culture Committee and charged it with the task of reviewing and potentially revising the existing merit policy. Hence, throughout the 2012-2013 academic year, the Culture Committee surveyed the faculty twice, sought guidance from our peer institutions, and presented draft policy at two faculty meetings prior to the adoption of the policy presented below. Jim collected faculty feedback during their first annual reviews with the new document and the proposed revision addresses these gaps or inconsistencies. The adopted policy is intended to provide incentives to engage in activities related to the departmental mission and vision and to reward diverse contributions to these departmental goals.

During the first three years of employment, assistant professors are assigned fewer service responsibilities. Hence, faculty members in their first three years of service to the Department will be awarded the Departmental average for service activities. Additionally, faculty in their first year of employment will receive the departmental average for scholarship or their earned points (whichever is higher).

Faculty on medical/family leave or those participating in international exchange will be awarded their three-year mean for merit (if one is available) or the departmental mean, unless their earned points exceed their three-year average.

In fiscal years in which funds are available for salary increases, to the extent allowed by the legislature, the pool of money allocated for merit raises will be distributed in the following manner:

**1. 40% Basic Merit**

Forty percent of the pool of money allocated for merit raises is distributed as basic merit for all full-time faculty in the department. Basic merit is based on a percentage of each faculty member's current salary. Thus, assuming the legislature awarded a 5% annual raise, each faculty member would receive a 2% (40% x 5%) basic merit raise.

**2. 10% Chair Discretionary Merit**

The Department Chairperson will be allowed to distribute 10% of the pool of money allocated for merit raises, or .5% of the hypothesized 5% raise (10% x 5%), for meritorious activities not defined by the merit system and/or for pay scale adjustments (e.g., salary inversions or compression).

### 3. 50% Special Merit

Fifty percent of the pool of money allocated for merit raises, or 2.5% of the hypothesized 5% raise (50% x 5%), is distributed for special merit activities. These activities are assigned merit points according to the system described below. Each year the worth (i.e., dollar amount) of a merit point would be determined by dividing the merit pool of money (e., 50% of the total) by the total number of merit points earned by all faculty members. For any year, merit points earned would be determined by a three-year moving average. Thus, the merit points for the current year would be the sum of the total merit points over the past three years divided by three. Special merit raises for each faculty member are ascertained by calculating a three-year moving average for each faculty member and multiplying the average merit points earned by the worth of a merit point. Faculty members in their first year of employment will receive the departmental average if it is higher than their point total.

## Teaching & Mentoring Activities

### *Teaching Awards*

- 100 National teaching award
- 75 College or university teaching/advising award
- 25 Departmental teaching/advising award (e.g, Psi Chi)

### *Student Evaluations*

- 5 Scores 4.0 - 4.49 per class
- 10 Scores 4.5+ per class

### *Innovation in Teaching*

- 30 First time then 10 thereafter service learning (certified by ACT)
- 30 New course preparation
- 10 New preparation of an existing course
- 10 Domestic/international course teaching (e.g., Keele)
- 10 Repeated grading of writing assignments by faculty (not GA; WD; rubrics)
- 5 Attending professional workshops or training
- 5 Less than full course domestic/international teaching (e.g., alternative spring break)
- 5 Interdisciplinary co-teaching with faculty outside of our department

### *Master's and Honors Committees*

- 50 Masters thesis chair
- 10 Masters thesis committee member
- 25 Honors thesis chair
- 5 Honors thesis second reader

### *Student Engagement*

- 5 Undergraduate enrolled RA or independent study (5 points each per semester)
- 3 Undergraduate or graduate volunteer RA (3 points each per semester)
- 5 Conference experience for non-presenting students (5 points per event)
- 5 Supervision of a graduate student in an applied setting (outside of faculty course load)

## Scholarship Activities

### ***Research Awards***

- 100 National research award
- 75 College or university research award

### ***Grants and Contracts***

- 20 Additional pts for PI/Co-PI funding a GA or a GRAM

#### PI or Co-PI Level A external grant/contract > \$100,000 \*

- 150 Award
- 50 Submission or resubmission
- 25 Competitive renewal
- 10 Noncompetitive renewal

#### PI or Co-PI Level B external grant/contract \$20K to 99,999 \*

- 80 Award
- 40 Submission or resubmission
- 20 Competitive renewal
- 10 Noncompetitive renewal

#### Level C PI or Co-PI external grant/contract < \$19,999\*

- 50 Award
- 25 Submission or resubmission
- 10 Competitive renewal
- 5 Noncompetitive renewal

#### Level D PI or Co-PI internal grant/contract

- 25 Award

\*Investigators receive 1/3 and consultants 1/5 of the level of PI/Co-PI credit

### ***Publications: Articles***

Level A: Articles accepted for publication to appear in “aspirational” journals. The full faculty will consider requests for aspirational designation of journals on a case-by-case basis. The faculty member requesting consideration of aspirational designation will present relevant data to support the request (e.g., impact factor, rejection rate, publisher prestige, etc.).

- 150 First Author
- 135 Second Author
- 120 Third or Subsequent Author

Level B: All other articles with evidence of peer review and accepted for publication. Invited articles can be included with letter of invitation from the Journal Editor.

- 100 First Author
- 85 Second Author
- 70 Third or Subsequent Author

Level C: Non-peer reviewed publication such as magazine article, newsletter, non-reviewed journal.

- 10 First Author
- 5 Second Author

\*Add 20 if student is 1<sup>st</sup> author for the lead faculty mentor who is 2nd author

\*\*Lead student (only) does not count in order of authorship for any faculty members

***Publications: Books, Book Chapters, & Book Reviews***

- 40 Book chapter – First Author
- 25 Book chapter – Second Author
- 10 Book chapter – Third or Subsequent Author
  
- 150 Book- First Author
- 125 Book- Second Author
- 100 Book- Third or Subsequent Authors
- 100 Edited book editor – First Author
- 75 Edited book editor- Second Author
- 50 Edited book editor- Third or Subsequent Author
- 10 Published book review

\* Students listed prior to the lead faculty author do not count in order of authorship.

\*\* Add 20 if student is 1<sup>st</sup> author OR add 10 if one+ other students are listed as co-authors for a maximum addition of 20. These points are earned by lead faculty mentor only and are per product (not per student).

***Presentations***

	National or International	Regional or State	Local
Invited Keynote Address	First presentation: 40 Subsequent: 10	First presentation: 25 Subsequent: 8	First presentation: 10 Subsequent: 3
Paper	Presenter: 30 Co-author 10	Presenter: 20 Co-author 7	Presenter: 10 Co-author 3
1 <sup>st</sup> & 2 <sup>nd</sup> Posters per conference	First author: 25 Co-author 8	First author: 15 Co-author 5	First author: 10 Co-author 3
3 <sup>rd</sup> + Posters per conference	First author: 10 Co-author 3	First author: 5 Co-author 2	First author: 5 Co-author 2

\* Students listed prior to the lead faculty author do not count in order of authorship.

\*\* Add 10 if student is 1<sup>st</sup> author OR add 5 if one+ other students are listed as co-authors for a maximum addition of 10. These points are earned by lead faculty mentor only and are per product (not per student).

<b>Service Activities</b>
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Merit points will not be awarded for any service that is compensated financially (e.g., summer school teaching, private psychotherapy practice, & paid consulting). Documentation of activities is required.

***Service Awards***

- 100 Regional or national professional service award
- 75 Community or college/university professional service award

***Service to the Profession***

- 100 Editor/Associate Editor Each Year (journal Impact Factor  $\geq 3.0$ )
- 75 Editor/Associate Editor Each Year (journal impact factor  $\geq 1.0 - <3.0$ )
- 50 Editor/Associate Editor Each Year (journal impact factor  $\leq 1.0$ )
- 5 Ad hoc article/book review (Editors do not get credit here)
- 5 External grant proposal review (per proposal; capped at 100 pts)
- 50 Conference organization committees (e.g., NASP), Chair
- 30 Conference organization committee, Member
- 30 Other professional service (e.g., national award committee), Chair
- 10 Other professional service (e.g., national award committee), Member
- 10 Conference submission reviewer (per conference)
- 5 Attending service/leadership/professional training
- 5 External reviewer for faculty P&T

***Service to the University***

- 50 Administrative search, Chair
- 20 UNC system committee, Member
- 40 Administrative search, Member
- 50 Faculty Senate, Chair
- 40 Faculty Senate, Member
- 15 Other university search, Chair
- 10 Other university search, Member
- 15 Other university committee, Chair
- 10 Other university committee, Member
- 2 Guest lecture

***Service to the Department***

- 30 Teach a course overload for the department (4<sup>th</sup> course counts)
- 30 Program Directors & Assistant Chair
- 15 Standing Committee, Chair
- 5 Standing Committee, Member

- 5 Promotion & Tenure committee only for active participation (old DPC)
- 10 Chair, P&T committee
- 15 Member, Ad Hoc (graduate & faculty search committees; review applications together, conduct interviews)
- 15 Lead Mentor for an Assistant Professor
- 5 Member of mentoring committee for an Assistant Professor
- 5 Open House
- 2 Attending departmental and university events (graduation, careers class, etc.)

\*Standing Committees (DPC, Product Certification, Curriculum, Undergrad Honors, Student Awards, Strategic Planning, Post-tenure Review)

\* High workload committees (20+ hours/semester) earn 50% more credit. Low workload committees (< 10 hours/semester) earn half credit.

***Professional Service to the Community***

- 40 Community Committee or Board of Directors, Chair
- 20 Community Committee or Board of Directors, Member
- 10 Other volunteer work  
(e.g., School Psychologist on School Board; GE faculty on hospital Board)