

Merit Policy

Moss School of Construction

Purpose: Provide criteria to distribute merit awards to faculty based on their performance.

Definitions: In accordance with the terms of the Collective Bargaining Agreement, the following categories are considered when performing the annual evaluation for an academic year: Teaching, Research, Service and Administrative when applicable. Each year a faculty can receive in each category a score as follows OUTSTANDING: 5, VERY GOOD: 4, GOOD: 3, SATISFACTORY: 2, UNSATISFACTORY: 1.

Eligibility Criteria: Eligible faculty are those who meet the conditions articulated in the CBA. For the purposes of this policy, eligibility applies to any employee who has received at least a **good** overall rating on all annual evaluations and has not received an unsatisfactory rating in any category for any year.

Procedure / Method of Distribution:

1. Annual Weighted Score Calculation:

For each academic year, calculate the weighted score for each faculty member using the formula:

$$\text{Weighted Sum} = \sum (\text{Category Score} \times \text{Assignment Percentage})$$

This calculation includes all applicable categories.

2. Multi-Year Average:

Determine the average weighted score over the last three years, or since the last merit distribution, whichever is shorter.

3. Initial Merit Allocation:

Distribute merit awards proportionally based on each faculty member's average weighted score.

4. Minimum Stipend Adjustment:

If any faculty member's calculated award is below the minimum disbursement threshold, remove the faculty member with the lowest average score from the pool and recalculate the distribution.

Repeat this process until all remaining faculty receive at least the minimum stipend.

Recommended for Approval by the Department:	10/07/2025
Approved by the Dean:	10/17/2025
Approved by Provost Faculty Leadership & Success:	01/12/2026

Example: A group of 9 faculty received these ratings and assignments in Yr. 1

Fac.	Teaching			Research			Service			Admin			Weighted Sum
	Rating	Assignment	Weighted Score	Rating	Assignment	Weighted Score	Rating	Assignment	Weighted Score	Rating	Assignment	Weighted Score	
1	3	45.00	1.35	4	45.00	1.80	3	10	0.30			-	3.45
2	3	56.25	1.69	3	33.75	1.01	2	10	0.20			-	2.90
3	4	22.50	0.90	3	67.50	2.03	4	10	0.40			-	3.33
4	1	22.50	0.23	1	67.50	0.68	3	10	0.30			-	1.20
5	4	22.5	0.90	2	56.25	1.13	1	10	0.10	2	11.25	0.23	2.35
6	3	33.75	1.01	2	56.25	1.13	4	10	0.40			-	2.54
7	5	67.50	3.38	5	22.50	1.13	2	10	0.20			-	4.70
8	3	67.50	2.03	3	22.50	0.68	3	10	0.30			-	3.00
9	3	56.25	1.69	5	33.75	1.69	3	10	0.30			-	3.68

Faculty 4 and Faculty 5 received a score of 1 in at least one category, rendering them ineligible for merit awards.

Assuming the last merit award was given more than three years ago, the average of the weighted sum is calculated for all eligible faculty members over a three-year period.

If the total merit award amount is \$5,000, to be distributed with a minimum disbursement of \$1,000, the calculation would be as follows:

Fac.	Yr1	Yr2	Yr3	Average	Dist. All	Average	Dist Final
1	3.45	1.52	3.41	2.79	\$557.87		\$-
2	2.90	3.98	4.48	3.79	\$756.25	3.79	\$1,178.67
3	3.33	3.96	4.84	4.04	\$807.18	4.04	\$1,258.04
4	1.20	4.54	3.59		\$-		\$-
5	2.35	1.40	4.39		\$-		\$-
6	2.54	2.75	3.83	3.04	\$606.96		\$-
7	4.70	4.04	4.94	4.56	\$910.69	4.56	\$1,419.38
8	3.00	3.28		3.14	\$627.10		\$-
9	3.68			3.68	\$733.95	3.68	\$1,143.91
			Sum	25.04	\$5,000.00	16.06	\$5,000.00

Faculty 1 obtained a less than good overall rating in year 2 so he/she is ineligible for the merit award. Faculty with the lowest scores (2.79, 3.04, and 3.14) do not receive a merit award because their inclusion would result in a distribution of less than the minimum disbursement. Faculty receive a merit reward that is proportional to their average score.

Faculty who has joined since the last award disbursement, their average is calculated over the years when they have received evaluations (Faculty 8 and 9).