

Department of Statistics
Policy on Faculty Merit Evaluation and Salary Raises

An annual evaluation of each regular faculty member will be conducted for salary raises according to the following guidelines.

1. Performance of the previous three consecutive years will be used for evaluation and raises. For faculty on leave, the previous two years plus special accomplishments during the leave should be considered for merit evaluation.
2. The department chair will appoint an advisory committee. Each committee member will review the record of each faculty member, exclusive of him/herself and the chair, and rate each member in the areas of teaching, research, and service. The following scale shall be used in these ratings: 1= excellent, 2=good, 3=adequate, 4=fair (needs some improvement), and 5= unacceptable or no contribution. Decimals may be used with ratings in the interval [1,5]. This rating will be confidential and without discussion among committee members.
3. Items to be included under teaching, research, and service are suggested in the attached guideline, dated July 29, 2004. Teaching evaluations will be performed according to the faculty approved policy on teaching evaluations. See attached policy dated July 29, 2004.
4. The chair will use the ratings from the advisory committee to decide on overall ratings. The overall ratings will generally be based on the weights 4:4:2, for teaching, research, and service. Departures will be made when there is a previous agreement between the faculty member and chair. Such exceptions will generally be made with the approval of the dean. The overall ratings may also be based on special circumstances. Before the ratings are submitted to the dean, each faculty member will receive his/her averaged committee ratings and overall rating.
5. The chair will determine annual salary raises on the basis of the annual rating and allocation from the dean's office. The chair may use additional information not available to the committee and consider special circumstances in salary recommendations.
6. A faculty member may request a meeting with the chair to review his/her rating and salary raise.
7. A faculty member may ask for a departmental hearing regarding his/her annual evaluation and salary decision according to the attached appeals procedure approved by the faculty on July 29, 2004.

Approved by Statistics Faculty

July 28, 1992, revised March 3, 1993, July 29, 2004, Oct 27, 2005

DEPARTMENT OF STATISTICS
GUIDELINES FOR ITEMS INCLUDED UNDER TEACHING, RESEARCH, AND SERVICE
AS AMENED JULY 29, 2004

A. Teaching and Advising

- A1. Knowledge of subject matter, including current developments.
- A2. Ability to create student interest in subject matter.
- A3. Participation in departmental and interdepartmental curricular development.
- A4. Originality in developing new teaching methods.
- A5. Leadership in experimenting with classroom techniques.
- A6. Using computers in classes where they should be used.
- A7. Student evaluations.
- A8. Syllabi and tests.
- A9. Writing textbooks and monographs not included under B6.
- A10. Writing textbooks and monographs not included under B6

B. Research and Scholarship

- B1. Originality and quality of published and unpublished contributions to knowledge.
Development of statistical methodology or theory is expected. When added to these expected contributions, substantial applications of statistics and/or probability, expository/review articles and contributions to statistical education also are valued.
- B2. Outside recognition of research activities.
- B3. Initiation and direction of research projects.
- B4. Grant Acquisitions.
- B5. Editing technical journals and books.
- B6. Writing research monographs.

C. Research and Scholarship

- C1. Continuing Study.
- C2. Outside consulting work. Inside consulting with faculty and graduate students.
Statistician on grants from applied areas.
- C3. Activities in professional and learned societies.
- C4. Contributions to the development of the department and the university in such areas as increased competence of the staff, diversity of offerings, interdepartmental collaboration, committee assignments, etc.

- C5. Contributions to student development.
- C6. Contribution on administrative assignments.
- C7. Participation in examination and student advisory committees, both within and outside the Department.
- C8. Organizing a teaching or research conference.

Approved by Statistics Faculty February 27, 1992

Revised December 11, 1992

APPEALS PROCEDURE

Any faculty member who has had an annual evaluation and wishes to appeal his/her annual evaluation and salary decision may ask for a departmental hearing.

The hearing will be conducted by a committee consisting of the tenured faculty, but not include the chair or aggrieved. This committee will select its own chair and submit a written report of its findings and recommendations to the chair and the aggrieved. The chair will examine the report and take further action if he/she decides that it is necessary. The aggrieved faculty will be given the chair's decision and, if not satisfied, may appeal to the Dean.

Approved by the Department of Statistics Faculty on May 7, 1992 Amended on December 1, 2005

Robert K. Tsutakawa Chair