

## MEMORANDUM

November 16, 2011

TO: SECS dean  
SECS chairpersons  
SECS bargaining unit faculty members

FROM: Michael Latcha, SECS AAUP Representative

SUBJECT: Assignment of Academic Year Salaries

The bargaining unit faculty members of the School of Engineering and Computer Science have approved the following items regarding the assignment of academic year salaries:

1. A committee consisting of the SECS dean and the SECS chairpersons is to assign merit raises to the members of the SECS bargaining unit. The committee shall meet as a whole to consider and rank the performance of each faculty member.
2. To facilitate the ranking of faculty to assign merit raises, each faculty member shall submit to their chairperson a report of their previous year activities by April 30 each year. The activity report form shall be developed by the faculty (see Appendix A) and shall be distributed by March 1 each year. The information contained in the activity reports may be used only for ranking faculty to determine merit raises, faculty award nominations and for promotional purposes. Any other use of this information is prohibited.

Only those faculty members submitting activity reports shall be eligible for merit raises. All faculty members are encouraged, but not required to submit activity reports. Non-tenured tenure-track faculty members are strongly encouraged to submit activity reports in order to receive feedback from their department chairs.

3. When no merit raise is available to be distributed, the purpose of the committee is limited to providing feedback to faculty based on reported activities, identifying faculty for awards and gathering information for promotional purposes. If merit raises are not allocated there shall be no other ranking or ratings assigned to faculty members.
4. Each SECS faculty member shall be notified in writing of his or her new academic year salary. The notification letters shall contain, as a minimum,
  - a) the faculty member's new academic year salary,
  - b) when merit raises are allocated:
    - i. the performance rating assigned to the faculty member by the committee,
    - ii. the average performance rating in the faculty member's department,
    - iii. the average performance rating in SECS,
  - c) the number and type of promotions granted in each SECS department,
  - d) the average percentage salary increase in each SECS department, and

- e) a detailed description of the procedures, criteria and mathematical formulae used by the salary committee to make their decisions.

The letter shall also contain a separate statement from the faculty member's chair which, based on the discussion of the Salary Committee, details the faculty member's strengths, weaknesses and areas for improvement.

5. The percentage increase in the total salary for each department shall be approximately equal.
6. The academic year salaries of the SECS faculty must be determined and reported to the faculty by June 30, or 30 days from the ratification of a new Faculty Agreement, whichever is later. If for some extraordinary reason this is not possible, the salary committee must notify the SECS faculty in writing as to the nature and extent of the delay.
7. The procedures outlined in this document are to be followed this year and in subsequent years, unless notice to the contrary is given to the Dean of SECS by the SECS bargaining unit faculty members by April 15 of the year in which the new procedures are to be adopted.

Cc: AAUP Office

**Appendix A**  
**Annual Report of Faculty Activities**

Please provide to your department chair by April 30 each year a report containing the following:

- A. TEACHING: Indicate courses taught: report the course name and number, semester, enrollment, overall student rating as a teacher (Question #12) and the list of course objectives with student ratings for each.
- B. TEACHING: Any innovations in the development/upgrade of new or existing lab experiments. List any student projects that you supervised.
- C. TEACHING: Graduate students on whose committees you served. Please indicate degrees of activity and if you chaired the committee
- D. RESEARCH: Papers and other material published or accepted, listed in categories of journal papers, conference papers and other publications. Indicate all authors in order and page numbers. Please include only materials dated in the last 12 months.
- E. RESEARCH: Articles submitted or under preparation.
- F. RESEARCH: Professional meetings attended and the capacity in which you attended.
- G. RESEARCH: Seminars, workshops, etc. presented for which no paper was published.
- H. RESEARCH: Papers or books that you reviewed. To protect the review process, include only the journal name and paper reference numbers or identifiers.
- I. RESEARCH: Grants/contracts/gifts funded this year. Include only materials received by the Office of Grants and Contracts in the last 12 months. Indicate the Principal Investigator (PI) and names of Co-Investigators.
- J. RESEARCH: Grants/contracts/gifts obtained in the past three years. Indicate the PI, names of Co-Investigators and grant/contract number(s).
- K. RESEARCH: Proposals submitted which were either not funded or are still under review, with dollar amounts. Indicate if submitted to more than one agency.
- L. SERVICE: Committee memberships. Indicate chairpersonship, special assignments, and the degree of activity of the committee.
- M. SERVICE: Pertinent community, professional and other activities.
- N. GOALS and OBJECTIVES for teaching/research during the next academic year