

**Department of History**  
**Salary Committee Report on Merit Evaluation**  
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**1. Constitution and Responsibility of the Departmental Salary Committee**

The Salary Committee consists of five members, of whom two are full professors, two are associate professors and one is an assistant professor. The members of the committee are elected for two-year, staggered terms by faculty in the respective ranks. Members of the committee do not serve consecutive two-year terms. The chair of the Salary Committee is the senior full professor (usually serving the second year of the elected term).

The Salary Committee considers and makes recommendations to the Chair of the Department concerning merit pay increases, the overall salary structure within the Department, and all matters pertaining to salary rewards, and emoluments.

**2. Criteria and Evaluation of Merit**

The Salary Committee will evaluate three areas of achievement: scholarship, teaching, and service. As the University of Maryland is a Research One institution oriented toward the production of new knowledge, a higher number of merit points will be awarded scholarship (a maximum of four points per year). As the mission of the university and the department includes innovative and excellent teaching, a maximum of two points will be awarded for exceptional teaching. As the university and the department depend upon faculty service for effective functioning, up to one merit point may be earned for exceptional service. Every faculty member must meet minimum standards of excellence in all three categories in order to be considered for merit in any one of them.

The Salary Committee will make its evaluation of merit on the basis of annual reports submitted by faculty members each year. The Committee will evaluate each faculty member's performance over the previous three years.

The purpose of this current document is to provide guidelines and a metric for equitably assessing the data in the faculty reports. Each year the committee will assign each member of the department a number of merit points ranging from 0 to 7. We understand that dollar amounts will be assigned to base salaries by the Department Chair more or less in accordance with each faculty-member's assigned point score. Committee recommendations are, however, advisory to the Chair.

**A. Scholarship**

All faculty members are expected to maintain scholarly activities as evidenced by presentation of scholarly papers at conferences, awards of research funding, peer evaluation of new knowledge and, above all, publication. Merit will be awarded for the following:

- Publication of a monograph = 4 points (+ 4 points the year following publication as well).
- Publication of 3 substantial, peer-reviewed articles, or an edited volume = 3 points.
- Publication of 2 substantial, peer-reviewed articles: up to 2.5 points

- Publication of one substantial, peer-reviewed article: up to 1.5 points.
- Publication of books reviews, or encyclopedia entries, or the presentation of a scholarly paper, or scholarly Professional Service (e.g., reviewing a book manuscript for publication by a scholarly press, reviewing three journal articles, serving on a book or article prize committee) = .5 for each up to a maximum of 1.5 for all published or presented in a given year.
- Continuing editorship of a scholarly journal or the special one-time editorship of a special edition of a journal: up to 1.5 in a given year.

In cases where the scholarly record is exceptional and exceeds the annual merit point allotment, the Salary Committee recommends that the Departmental Chair recognize and award such a record.

## **B. Teaching**

Adequate teaching denotes responsible adherence to university and departmental teaching guidelines and requirements, attention to new developments in the field, and occasional design or teaching of new courses. Exceptional teaching can be rewarded for supplemental and innovative teaching above the equivalent of a five-course load and for excellence in teaching as formally recognized by prizes, notations, and awards.

### **Supplemental and innovative teaching**

Up to two merit points can be awarded in this category which covers both recorded workload (courses formally listed in UMEG, the catalogue and courses of independent study) and unrecorded teaching (e.g., advising, participation in graduate thesis/dissertation and examination committees, development of substantially new courses). The merit points do not accrue for supplemental work already recognized and compensated by the chair, college, or university.

Merit points above the five-course load for recorded teaching will be allocated as follows:

- .5 for any regularly listed 5th course taught
- .16 for each undergraduate taught in History 299, 386, or 499 per semester (maximum of 1 point)
- .33 for each graduate student taught in History 619, 708, 709, 799, 819, 898, 899 per semester (maximum of 2 points).

Merit points above the five-course load for unrecorded teaching will be allocated as follows:

- .16 per student per semester for non-thesis advising of MA, HILS, pre ABD PhD students; for thesis and PhD. dissertation committees and examination committees in the semester of defense
- .5 for developing new courses

### **Excellence in teaching**

Up to one merit point can be awarded for formal recognition of teaching excellence by the university, college, department, or external organization (e.g. AHA). The Salary Committee encourages the department to cultivate a robust culture of undergraduate teaching through a variety of mechanisms that could include an award for innovative and exceptional undergraduate teaching.

In cases where the teaching record is exceptional, exceeds the merit points above, and is not otherwise compensated, the Committee recommends that the Chair recognize and award such a record.

## **C. Service**

One merit point may be awarded for service to the department, college, university or professional association after service on one committee. APT subcommittees (faculty search, third year review, and promotion and tenure committees) are considered a second committee worthy of merit. Merit can accrue for service as follows:

- Each administrative committee of the department, college, or university after service on one such committee = .33
- Each professional administrative committee (e.g. AHA Program Committee) = .33
- Each APT subcommittee = 1

Merit points do not accrue for service already recognized and compensated by the chair, college, or university. Therefore, departmental officers would only be considered for merit for service under unusual circumstances.

In cases in which exceptional service has not be so compensated and exceeds the merit points indicated above, the Chair is encouraged to reward a record of exceptional service out of separate funds.

In addition to this schedule of rewards, faculty may provide details on any special circumstances or considerations not already covered by the schedule and which might effect the rewarding of merit points.

**Sample Teaching Work Sheet**  
(to be filled out by each member of the department)

**I. Regularly listed Courses offered:** (.5 merit points for each course above 4)  
course number course name enrollment

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**II. Courses of Individual Instruction and Advising.** (.16 merit points per undergrad student per semester; .33 per grad student per semester)

*Please indicate the number of students taught in any of the following courses per semester:*

Fall

Spring

Hist 299 Directed Research:

Hist 386 Experiential Learning:

Hist 499 Independent Study:

Non-departmental undergrad independent teaching:

Hist 619 Independent Study:

Hist 708 Readings for Comps:

Hist 799 Masters Thesis Research:

Hist 819 Independent Research:

Hist 898 Pre-Candidacy Research:

Hist 899 Doctoral Dissertation Research:

Non-departmental graduate independent teaching:

**III. Advising and other teaching NOT recorded in courses above:**

*Note: directing theses and dissertations should be listed as Hist 799/898/899 above.*

Undergraduate Advising (.16 merit point per student per semester):

*Please indicate the number of students advised under the following rubrics per semester:*

Fall

Spring

Honors Thesis Committee Member:

Graduate Student Advising (.16 merit point per student per semester):

History MA. Non-Thesis Advisor:

History M.A. Non-Advisor Committee Member (semester of exam)

HILS Non-Thesis Advisor:

HILS Non-Advisor Committee Member (semester of exam)

History Ph.D. Comprehensive Exam Committee Member (semester of exam)

History Ph.D. Dissertation Committee Member (semester of exam)

History Ph.D. Advisor – students prior to candidacy:

Non-History Department Ph.D. Dissertation Committee Member (semester of exam)

**IV. Innovation. New Courses Developed or Substantially Revised.** (.5 up to a max of 1 point)

- 1.
- 2.

- V. Teaching Excellence Award (1 point for, e.g., University Recognition of Excellence in Teaching)**
- 1.
  - 2.

Please note: the detailed breakdown of teaching, service, and research provided here is intended as a guide to you in reporting your activities to the Salary Committee. Please add a note in the space provided at the end of the form detailing any circumstances or special considerations not already clear from your response.