

Merit Pay Plan

Department of Health Education and Behavior

The Department of Health Education and Behavior (HEB) will use any available merit pay money to recognize faculty (excluding the Department Chair) contributions according to the process outlined below:

Eligibility: All faculty members who have been at UF for at least a semester and have at least a Satisfactory on their annual evaluation. Visiting, those in non-renewal, or who have resigned, are not eligible.

Two major areas of faculty annual performance evaluation will be used to make a decision about merit pay.

A. Faculty member's Annual Performance Report (APR) (90%)

The total credits earned beyond the minimum number of credits on the Annual Performance Report (APR) will be totaled for all faculty and weighted for 90% of total merit pay plan. The total credits earned beyond the minimum number of credits on the APR will be summed for the last three years and divided by three, which will provide an Annual Total Credit Average for the last three years. In the case of faculty members who have been in the department less than 3 years, a one-year credit total or annual credit total average for two years will be used. This total will represent the denominator in calculating the merit dollars available per credit. The numerator in the calculation will equal the total merit dollars available.

B. Additional Criteria Used for Performance Evaluation by the Chair (10%)

The additional criteria will include 4 areas of performance rated in 4 categories and weighted for 10% of total merit pay plan.

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- Does not meet expectation: 0 points;
- Meet expectation: 5 points; • Exceed expectation: 7 points; or
- Meritorious: 10 points.

These will be summarized into a summary score that provides an estimate of the total contribution of the faculty member to the Departmental goals and objectives.

1. Teaching. Faculty will be evaluated based on their net contribution to the teaching mission of the Department. Additional consideration will be given to faculty participation in graduate student mentorship and research credit at the Ph.D. level. Advising master's level and undergraduate honors students will be considered as well, but will receive less weight. For faculty who are hired as

Lecturers, teaching will be the dominant component of the chair's yearly evaluation.

2. **Research.** Faculty will be evaluated by new manuscripts and publications that have accrued over the past academic year within the 1-year timeframe of the APR document. Particular emphasis will be placed on the quality of the publications and the journals in which they are published. Journal impact factor, individual ISI citation statistics, etc. will be considered, but will not be the final criteria used for manuscript quality. The rigor required of the publication as well as whether it represents original qualitative, quantitative, or mixed methods research vs. commentary or literature review will be evaluated. However, it should be noted when commentary and evidence syntheses have noteworthy impact on professional practice. The highest priority will be given to manuscripts representing original research and when the faculty member is either first or senior author. The faculty member also will be credited as first author when his/her student is listed as first author. Though co-authorship is necessary and inevitable in multidisciplinary team science, secondary priority will be given to co-authored papers in which the role of the faculty is neither first nor senior author. It is expected that all tenured or tenure-accruing faculty show substantial evidence of ongoing contributions to new scholarly work. This can be via manuscripts published, and new grants and contracts awarded or submitted via the university's central grant and contract submission system (particularly grant submissions that are scored or given another indication of their merit), new-mission related patents or contracts, new creative works, and ongoing contributions to the research activity of current doctoral, masters, or undergraduate research scholars/honors students. Creative works can also be related to development of new or innovative collaborative efforts.
3. **Service.** Local, state, national, and international service will be evaluated based on documented participation in committee work or leadership at these levels. Organizing and leading national or international symposia or playing leadership roles in organizing meetings will be strongly considered. Service that brings recognition to the Department and University at national or international levels will be particularly noted.

Some forms of service at the University, College, and Department levels are not always formal or explicit. Therefore, specific contributions to the service mission of the University that are not necessarily captured in the APR may be considered in this part of the evaluation. Examples include developing new guidelines or protocols for Department activities, taking on leadership roles in new initiatives, or helping to solve difficult departmental challenges might be considered in this category. It is the sole responsibility of the individual faculty member to provide

full documentation regarding these alternate forms of service as part of their evaluation materials.

4. Other. Other areas of contribution or assignments that are not included in the teaching, research, and services should be included in this area.

C. Calculating Total Merit Raise

When funding for merit salary raises is available, the Department of Health Education and Behavior will have two merit pools for faculty: (1) a faculty merit pool consisting of tenured and tenure-track faculty (excluding the Department Chair), and (2) a faculty merit pool for non-tenure-track faculty. The available dollars for each pool will be based the percentage of merit allocated against the total faculty salaries of each pool. Faculty must score a positive number of points in two of three categories in which they received a Faculty Assignment (i.e., FAR assignment in Teaching, Research, and Service) to be eligible for a merit raise.

Individual merit pay increases will be calculated based on the total merit dollars available in each pool and on the annual total APR credit average for all faculty in each pool.

Calculation 1: Fractional merit raise from APR for each pool:

- Total HEB APR in each pool = Sum of all APR points earned by HEB faculty in the pool
- Fractional Faculty APR = $\frac{\text{Individual Faculty APR points earned}}{\text{Total number of HEB APR credits earned in pool (CE)}}$
- Faculty APR Merit Raise Component = (Total Merit Raise \$\$ for pool x 0.9) x Fractional Faculty APR

Calculation 2: Fractional merit raise from Chair evaluation (CE) for each pool:

- Total Faculty CE = Sum of all total CE scores (sum of Teaching, Research, Service, & Other dimension scores) of all HEB faculty in the pool
- Fractional Faculty CE = $\frac{\text{Individual Faculty CE total score}}{\text{Total Faculty CE in pool}}$
- Faculty CE Merit Raise = (Total Merit Raise \$\$ for pool x 0.1) x Fractional Faculty CE

Calculation 3: Total Merit raise

- Total Merit Raise = APR component + CE component.

Approved by HEB Faculty vote on March 21, 2019 and remains in effect until a future revision is fully approved.