

University of Saskatchewan  
College of Nursing

Criteria for Consideration for Merit Increases

***Assumptions for Teaching***

- Faculty members are asked to rate one point for each credit unit taught to reflect the balance of their teaching responsibility compared to other activities.
- Preparation of course outlines, class sessions, and manuals are normal teaching activity and are not considered meritorious.
- Meritorious teaching involves those activities that are over and above the expectations for teaching in the College of Nursing and could include curriculum development, innovative approaches to teaching, and demonstrated excellence in mentorship or teaching.
- Good teaching is expected of all College of Nursing Faculty.
- Those activities that are not considered part of the assigned duties of teaching are not meritorious in and of themselves
- Attendance at teaching in-services and faculty development are part of ongoing professional development.
- These criteria apply to all ranks.

***Assumptions for Research & Scholarly Work***

- Please briefly describe your contribution to published work to assist the committee's assessment of points awarded. For publications the first or sole author receives full points. Any other authorship receives fewer points unless an explanation is provided by the faculty member which indicates meritorious contributions(s). In the case of a co-authored book, article, or presentation, it is each candidate's responsibility to explain in the letter if there was equal contribution in order to each receive full points.
- Grant awards are counted in the year awarded. Co-investigators receive partial points depending on the number of co-investigators. Principal (or co-principal investigators) will receive full points. Reports required as part of the granting process, although listed on a CV, are not considered meritorious. The meritorious component is captured in the awarding of the grant.
- Invited presentations are where one is approached (invited) to give a keynote address, presentation, workshop, in-service, or guest lecture at another university because of one's expertise. Please indicate in the letter why this is meritorious.

***Assumptions regarding Committee Work/Extension and Public Service***

- Extension and public service work is considered when it is outside the assigned duties of the employee, as specified in the employer's letter of appointment or by past practice.
- Meritorious work is unpaid or done for a nominal fee. An employee who is paid more than a nominal fee to do extra work by the extension division, government, or public agency would not normally satisfy criteria for award of merit.
- Committee work is an expectation of employment. Therefore, special increases are not normally granted to all employees who serve on committees, do extension work, or perform public services, but only to those whose work is above the ordinary.
- Some committee work may be included under another category like research or practice of professional skills. **Committee work points must not be duplicated. Therefore please enter your points in one category only.**

University of Saskatchewan  
College of Nursing  
Annual Salary Review

Faculty Member's Name \_\_\_\_\_

Total Score of all pages \_\_\_\_\_

Please note that this form must be submitted to the College of Nursing Salary Committee for consideration for merit. Please attach a cover letter indicating your interest in being considered for merit, listing the calendar years in which work contributed points to the application, and providing further explanation as needed. The categories correspond to those of the University curriculum vitae.

Points are awarded per entry in each category. Please enter each particular item only once but multiply the points per item entered. Provide justification for the points assessed. For example, if you publish six articles as a first author in peer reviewed journals in Category 12, then you would award yourself 6 X 6 points = 36, and provide the journal reference for each of the six articles.

**2. Academic Credentials**

Item Description	Rating Scale	Score
Attainment of Degree not required for employment	10	
CNA Certification	10	
CNA Re-certification	5	

**7. Honours (Medals, Fellowships, Prizes)**

Item Description	Rating Scale	Score
Doctoral Fellowship	3	
National/International Awards	5	
Master Teacher Award (U of S)	5	
Distinguished Researcher Award ( U of S)	5	
USSU Teaching Excellence Award	3	
Provincial Award (e.g. SRNA Millenium, SHRF)	3	
Academic Award	1-3	
Unawarded nominee for external teaching award	1-3	
Other	1-3	

**9. Teaching Record**

Item Description	Rating Scale	Score
Total # of credit units taught	1 (per credit unit)	
Demonstrated innovative approaches to teaching (classroom and/or clinical)	1-4	
Published reports of teaching innovation (non-refereed/refereed)	2-6	
Contributed significantly to curriculum development (describe)	1-5	
Invited guest speaker in a course within the College	1	
Invited guest speaker in another department, college, or organization	1	
Demonstrated mentorship and support of others in teaching (describe)	3-6	
Developed technological applications for use in one's own courses and by others (over and above normal expectations) (describe)	2-5	
Assisted colleagues to implement innovative approaches to teaching	2-5	
Received a grant to support innovative teaching	2-5	
Provided faculty development sessions on teaching	1-5	
Formally acknowledged for superior supervision of graduate students	2-4	
Provided significant career guidance to graduate students as evidenced by their attainment of scholarships and awards	2-4	

**10. Graduate/Post-Graduate work**

Item Description	Rating Scale	Score
Supervisor	4	
External examiner	2	
Committee member	2	
Committee member for comprehensive year (candidacy) PhD	2	

**11. Books, Chapters in Books, Expository and Review Article**

Item Description	Rating Scale	Score
Total book (#of pages to be listed)	15-20	
Editing a book	8-10	
Chapter in book	6	
Editor of a scholarly journal	8	
Contributing editor to a journal	2	
Prepublication reviewing of chapter for a book	2	
Prepublication reviewing of entire book	4	
Guest editor of one or more issues of a scholarly journal	4	
Member of a scholarly review board for journal or book (to describe role)	2	
Peer review referee for journal article	2	
Referee for conference abstracts	1	
Publication of a book review	1	

**Note:** In the case of co-authored books, articles, and presentations, each author receives full points.

**12. Papers in Refereed Journals**

Item Description	Rating Scale	Score
First author (sole author) of publication in refereed journal	6	
Second or subsequent author of publication in refereed journal	4	
Second author of publication in refereed journal when the first author is a graduate/undergraduate student	6	

**13. Papers in Reputable Non-Refereed Journals**

Item Description	Rating Scale	Score
First author (sole author) or publication in non-refereed journal	3	
Second or subsequent author in publication in non-refereed journal	2	
Research notes or articles in news bulletins	1	

**14. Invited Papers in Published Conference Proceedings and Abstracts**

Item Description	Rating Scale	Score
Publication of invited presentation	4	
Publication of an abstract	3	

**15. Contributed papers in published conference proceedings and abstracts**

Item Description	Rating Scale	Score
Publication of contributed presentation in refereed proceedings	4	
Publication of contributed abstract in refereed proceedings	3	
Publication of contributed presentation in non-refereed proceedings	3	
Publication of contributed abstract in non-refereed proceedings	1	

**16. Technical Reports Relevant to Academic Field**

Item Description	Rating Scale	Score
First author of technical report	3	
Second or subsequent author of technical report	2	
First author of briefing or policy report to government committee or commission	3	
Second or subsequent author of briefing or policy report	2	

**18. Invited lectures outside U of S and invited conference presentation**

Item Description	Rating Scale	Score
Invited keynote speaker at scholarly or professional conference	4	
Invited presentation at scholarly or professional conference	3	
Presentation of one day workshop	4	
Presentation of half day workshop	3	
Invited to present inservice education in clinical agencies	1	
Guest lecturer at another university	1-3	

**19. Presentations at Conferences (uninvited)**

Item Description	Rating Scale	Score
Poster or presentation at scholarly conference	1-3	

**21. Research Grant Information (Grant awards will be counted in the year awarded.) Co-investigators receive partial points depending on the number of co-investigators. Principal (or co-principal investigators) will receive full points.**

Item Description	Rating Scale	Score
Personnel award ≤\$10,000	2	
Personnel award \$10,000 - \$100,000	2-5	
Operating/research grant ≤\$10,000	2	
Operating/research grant \$10,000-\$100,000	2-5	
Operating/research grant \$100,000+	5-10	
Unfunded research grant proposal submitted to national agency (maximum 2)	2	
Accepted Letter of Intent for research with national agency	1	
Contract research grant ≤\$10,000	1	
Contract research grant \$10,000 - \$100,000	2	

### 23. Professional Practice

Item Description	Rating Scale	Score
Maintenance of well developed (and well conceptualized) professional practice (describe in detail) that leads practice innovation and scholarly work. (Note: Professional Practice description is to be over and above what has been captured in other categories.)	1-10	

### 24. Consulting Work Undertaken

Item Description	Rating Scale	Score
Consultation provided which requires considerable expertise	1-5	
Member of scientific review committee	3-5	
External reviewer for tenure or promotion	1	
External/internal reviewer for research funding peer review	1-3	

### 25. College Committees

Item Description	Rating Scale	Score
Chairperson or member of standing committee in College of Nursing, if not part of work assignment	1-3	
Chairperson or member of <i>ad hoc</i> committee in College of Nursing, if not part of work assignment	1-3	
Representative of College of Nursing to external committee, activity, or workshop	1-3	
Membership on conference planning committee/meritorious work as a College committee member	1-3	

### 26. University Committees

Item Description	Rating Scale	Score
Chairperson of Standing Committee of U of S	4-6	
Member of Standing Committee of U of S	1-3	
Member of U of S Research or Ethics Committee	3	
Faculty Association Executive	2-5	
Faculty Association Committee Member	1	
Member of AdHoc U of S Committee	1-3	

### 27. Professional Association

Item Description	Rating Scale	Score
Chairperson of a planning committee for a conference	3	
<b>Chairperson:</b>		
Local professional organization or government committee	2	
Provincial professional organization or government committee	3	
National professional organization or government committee	4	
International professional organization or government committee	5	
<b>Member of Executive</b>		
Local professional organization or government committee	1	
Provincial professional organization or government committee	2	
National professional organization or government committee	3	
International professional organization or government committee	4	

28. Public and Community Contributions

Item Description	Rating Scale	Score
Presentation in media regarding theoretical or practice discipline	1	
Presentations to community groups three or more times	2	