

Standards for Merit and Award of Special Increases

June 20, 2011 (FINAL)

Principles

1. The standards for merit should flow from our standards for tenure and promotion. In that context, there are five key areas in which performance can be measured: teaching, research, administration, public engagement, and contributions to the profession.
2. There are no hard and fast algorithms to determine merit.
3. As per Article 17.2.2(ii), activities that generate 'more than a nominal fee' (e.g., teaching in the O&T program, contract research, etc.) would not normally be the basis for a merit case. Fair and reasonable expenses, standard honoraria for reviews and speaking, and the often small, token royalties flowing for our scholarly publications would not normally constitute 'more than a nominal fee'. We would, however, consider for merit extraordinary cases where compensated activities enhance the status, profile, and prestige of the JSGS (e.g., major scholarly awards, authorship of scholarly textbooks, and awards for research performance or publishing).
4. Any merit cases should be all-things considered. That is, a faculty member should not warrant merit if they excel in one category at the expense of underperforming the other duties assigned or expected of a faculty member.

Metrics for Measuring Standards in JSGS

1. Teaching

Teaching excellence is deemed to be worthy of merit.

The JSGS is a graduate school, which necessitates that all faculty engage effectively in lecturing, leading seminars, research supervision, and graduate examination. Participation of faculty in graduate student teaching, supervision, and/or thesis committees is required. Assigned teaching, graduate supervisory duties, and any teaching contributions to JSGS 804, 869, or 990 and any teaching that is less than 10% of any seminar or graduate course would not be considered adequate for merit alone.

Provided all assigned and collegial teaching duties are competently and fully fulfilled, the following would warrant consideration for merit:

- a) Development of new courses, major revisions of courses and the incorporation of new relevant material into courses, the development of new teaching methods, and the preparation of new teaching materials. A portfolio of the teaching innovation would be required to support the case for merit.
- b) Teaching excellence as validated by teaching awards from the university or external groups, provided they are reviewed awards.
- c) Unscheduled teaching, including readings classes (supported by a portfolio to support the merit case).

2. Research

In the JSJS, research and scholarly work is defined as contributions to knowledge and dissemination of that knowledge through appropriate externally peer-reviewed outlets or venues. These contributions shall have demonstrated impact beyond the University of Saskatchewan. To warrant merit, any work is required to have achieved recognition at a national or international level (measured by journal or publisher rankings and/or citations in the literature or policy field). Evidence includes externally peer-reviewed: books, journal articles, book chapters, edited books or journal issues, published conference proceedings, presentations at scholarly conferences, published lectures, working papers in established series, monographs and think-tank publications, commissioned reports for federal and provincial governments, and case studies. Any research for which a faculty is paid more than a 'nominal fee' would not normally be considered for merit.

Application for external research funding is expected for all faculty. Application for and award of tri-council and/or other nationally or internationally peer-reviewed grants would contribute to a merit case and in many instances alone would warrant consideration.

3. Administration

Faculty are expected to be actively engaged in the collegial decision-making processes and to participate in administrative work, both in the JSJS and in the broader university.

Assigned duties that are compensated by 'more than a nominal fee' (e.g. by extra administrative stipends or teaching remission) would not normally be considered as contributing to meritorious effort.

Any case for merit under administration should include details of the activity undertaken and include:

- record of attendance at meetings;
- quality of participation;
- amount of time and effort involved;

- leadership provided and executive positions held; and
- impact of the candidate's contribution.

4. Contributions to the Policy Debate

All faculty are expected to participate in the public policy debate or process in the School, in Saskatoon, in Saskatchewan, in Canada or globally. This can be done through professional and management service, as well as community service. Professional and management service can include:

- a) participation on local, provincial, or national committees or governing bodies;
- b) engagement with media;
- c) serving on an expert panel or serving as an expert witness;
- d) management of development activities;
- e) discipline-relevant volunteer work; and
- f) professional consulting and policy advising.

Only activities that are documented, not generating 'more than a nominal fee', and beyond the average for the faculty in the School would warrant consideration for merit.

5. Contributions to the Profession

Faculty members are expected to participate in learned, professional, and/or public/private organizations appropriate to their discipline and capacity. Simple membership is not enough.

Activities that involve the extension of scholarly or practical research expertise into the public service community are particularly valuable. These include, but are not limited to, non-peer reviewed publications; public lectures and other activities that may serve the wider community; service as an external examiner, professional adjudicator, or unpaid consultant; referee, editor, or advisor of scholarly journals; executive member of a learned association; and administrator for SSHRC or another major external granting agency.

Any case for merit under this category should include details of the activity(ies) undertaken and include:

- record of attendance at meetings;
- quality of participation;
- amount of time and effort involved;
- leadership provided and executive positions held; and
- impact of the candidate's contribution.

Only activities that are documented, do not generate 'more than a nominal fee', and that go beyond the average for the faculty in the School would warrant consideration for merit.

The final merit decision should be an all-things-considered decision, governed by:

1. Three key principles:
 - a. No faculty should be nominated for merit if they have a major deficiency in any of the five categories.
 - b. Both absolute and relative output should be considered in the evaluation and ranking.
 - c. The School wants to encourage, recognize, and reward activities that contribute to individual success and to the furtherance of the School's objectives and goals. In that context, the School would definitely consider extraordinary cases where compensated activities enhance the status, profile, and prestige of the JSGS (e.g., major scholarly awards, authorship of scholarly textbooks, and awards for research performance or publishing).

2. Meritorious effort should involve absolutely significant effort and/or above average effort in at least one category.
 - a. A full special increase (SI) might be warranted for a faculty with strong and above-average efforts in two or more categories.
 - b. A half SI might be awarded for a strong, average performance in one category or strong and moderately above-average performances in two or more categories.
 - c. All candidates judged to warrant a full SI should be considered for extra SI that might be awarded by the PRC.

Process

The committee will include all tenured, continuing status, or term appointments if the term of appointment is for more than one academic year and there is at least another academic year remaining in the term of appointment at the time the committee is convened.

Quorum for the committee is the Executive Director (chair) and at least three faculty members.

The committee will be provided with copies of the Forms 1 and 2, CVs, and comparative tables of performance related to the five key performance areas constructed from the information on Form 1.

The committee will meet, review, assess, and rank the candidates.

The committee will make recommendations to PRC for the allocation of all JSGS Special Increases and any cases for additional SIs for consideration by PRC.

All decisions are by motion and majority vote.