

COLLEGE of LIBERAL ARTS MERIT WEIGHT ASSIGNMENT GUIDELINES

Approved by Provost Office July 2015

Initial merit weight assignments for tenure-track faculty (TTF) are negotiated upon hire, and are distributed across all areas of responsibility: teaching, research/creative work, outreach and extension, and service. Occasionally, administrative duties may also be included as a percent of a faculty member's merit weight assignment if it is part of their normal responsibilities. Merit weights may be adjusted on an annual basis during the annual review process to reflect any changes in a faculty member's assigned responsibilities for the following year. The department head/chair/director (hereafter referred to as chair) meets with each faculty member during the faculty annual review process to discuss and negotiate anticipated changes in assigned responsibilities. The faculty member signs the annual review, which includes the stated merit weight assignments for the following year, to assure that every faculty member is aware of his/her responsibilities. The original signed annual review is to be kept in the departmental personnel file. Three copies are to be submitted to the Office of the Dean (one copy will be kept on file in the Dean's Office, one copy will be placed in the CLA faculty personnel file and one copy will be delivered to the Office of the Provost).

Tenure Track Faculty (TTF)

The "typical" annual teaching assignment for "research active" TTF is 5 courses in bachelors, masters, and professional degree granting programs and 4 courses for faculty regularly teaching graduate courses in Ph.D. degree granting programs.¹ Faculty members in any school or department may earn the designation of "highly productive" research TTF, and earn a one course release for the following calendar year. The status of highly productive research TTF is based on each unit's guidelines for scholarship and/or creative activities. The one course release for highly productive research TTF is subject to the unit's instructional needs being met and approval of the Dean on an annual basis.

The following represents minimum and maximum merit weight assignments for typical TTF.

Teaching 4 courses per year (or department FTE equivalent)	=	40% to 50%
Research/Creative Work/Scholarly Outreach	=	30% to 50%
Outreach	=	0 to 5%
Service	=	<u>5% to 10%</u>
		100 %

Teaching 5 courses per year (or department FTE equivalent)	=	50% to 62.5%
Research/Creative Work/Scholarly Outreach	=	25% to 50%
Outreach	=	0 to 5%
Service	=	<u>5% to 10%</u>
		100 %

Exceptions to these minimum and maximum merit weights include TTF who have assigned

¹ A course is defined as a 3 contact hour course (or department FTE equivalent). All merit weight assignments are determined by the department chair and require the dean's approval. The chair and the dean will resolve questions of membership in Ph.D. degree granting programs.

administrative responsibilities and TTF on professional improvement leaves. Consistent with university policy, all research active TTF must be assigned a minimum 25% for research/creative work/ scholarly outreach for promotion and tenure purposes.

An associate or full professor may be assigned a merit weight of less than 25% for research and/or creative activity when his/her production in this area fails to meet minimal expectations for the unit over a three-year period. If a faculty member is not productive in this area for three years, then there will be an increase in his/her teaching load proportionally. During that 3-year period, if he/she does become productive and demonstrates that he/she can be productive for three years in research and/or creative works, then there will be a reduction in the teaching load to acknowledge the increase in productivity.

When a tenured associate professor or professor is not meeting minimal expectations for scholarly and/or creative activities over a three-year period, the department chair will provide a memorandum of understanding (MOU) to ensure that the tenured faculty member has a 100% workload. In this case, the faculty member would be assigned a differential merit weight with a minimum of 10% research, in order to stay current in the field for teaching purposes. It is expected that the faculty member will receive an increased loads in instruction and in special circumstances, other areas of responsibility, with the understanding that he/she cannot be promoted without an active and successful research/creative works portfolio.

Clinical Track Faculty (CTF)

CTF are generally assigned teaching loads ranging from 5-8 courses a year (or department FTE equivalent). There is not a minimum research requirement. According to AU policy² the clinician title series is a non-tenure track professional series for appointment of appropriately qualified individuals who contribute to the university's academic mission by participation in activities which (1) predominantly involve clinical practice, (2) are of contractually specified duration, and (3) operate under contracts, grants, generated income, or other designated funds. Note, however, that CTF are expected to teach in the clinical setting.

Non-Tenure-Track Faculty (NTTF)

NTTF may be assigned some teaching; but it cannot exceed one course per semester and three courses per year.

Full-time Instructors/Lecturers will be typically assigned teaching loads of 8 courses per year. Any exceptions will need approval by the Dean. In addition to the definition of teaching stated in the faculty handbook, teaching in CLA includes: holding regular office hours, mentoring and advising students, keeping current in the field, attending department meetings relevant to assigned teaching, participating in department life, participating in service to the department, college, or university thru committee membership or coordination of extra-curricular activities, and the engagement of students.

² <http://www.auburn.edu/academic/provost/clinicalguidelines.html>