

April 8, 2014

TO: Full-Time Faculty  
FROM: Fletcher McClellan, Dean of Faculty  
RE: Merit Awards

The purpose of this memo is to inform all full-time faculty members about how to apply for Merit Awards. Faculty who are eligible for Merit Awards must submit application materials by **Thursday, May 1.**

As a result of Faculty Assembly action, each Merit Award is worth \$1000 added to base pay, and is in addition to the across-the-board increase awarded to all full-time faculty who meet the Standard Professional Expectations (SPE) of their respective departments.

For the 2014-15 fiscal year, there will be up to 28 Merit Awards distributed for exceptional performance activities over the last three academic years. A minimum of five awards will be given in each of the three categories of faculty performance: Teaching and Advising, Scholarship and Professional Activity, and Service. Recipients will be recognized this fall at the Opening Convocation.

There are three stages to the process: 1. Determination of eligibility to apply for a Merit Award; 2. Application for a Merit Award; and 3. Notification of decisions and appeal procedures.

### **1. Eligibility to Apply for Merit Awards – Fulfilling SPE**

We are now in the midst of determining how many faculty members have fulfilled departmental SPE. You have submitted your 2013-14 CV update to your department chair, who in turn will inform you by Tuesday, April 15 whether you have met your department's SPE.

If you have satisfied SPE in all performance areas (teaching and advising, scholarship and professional activity, service), you are eligible for the standard salary increase and may apply for a Merit Award.

### **2. Applying for a Merit Award**

When you learn from your department chair that you have met SPE in all categories, you may proceed with an application for a Merit Award in a particular category of performance. You may apply for a Merit Award in more than one category. To apply for merit, you should supply:

- a CV update or current vita; and
- a 500-word (strict word limit) statement on how you have exceeded SPE in one or more categories, how your work relates to your Professional Development Plan, and why that activity deserves a Merit Award. To assist you in constructing your statement, please consult the document "Merit Award Guidelines 2014" in a separate attachment.

Two hard copies and one electronic copy should be sent to Jill Trostle, Assistant to the Dean of Faculty, [trostlej@etown.edu](mailto:trostlej@etown.edu). These materials should be sent to the Office of the Dean of Faculty by no later than **Thursday, May 1.**

The activities used to support a Merit Award application may cover this academic year (2013-14) and the preceding two years (2011-12 and 2012-13). They may not include activities that were cited as evidence for a previous Merit Award.

### **3. Decisions and Appeals**

As stated in the Faculty Handbook (2013-14, 3.1-3.2), decisions will be made by a committee composed of the Dean of Faculty, a member of Personnel Council, and three other faculty members appointed by PC. These appointed faculty members will have previously earned Merit Awards (or EP from past years), may not be currently applying for Merit Awards, and should represent these groupings: Humanities, Fine and Performing Arts, and Social Sciences; Professional Programs; and Natural and Physical Sciences.

Merit Award decisions will be made no later than **June 1** and mailed to your home address.

If you do not receive a Merit Award and wish to challenge the decision on substantive grounds, you may appeal to the Provost and Senior Vice President. Procedural appeals may be directed to Judicial Council. Please consult the Faculty Handbook (3.2) for the procedures and deadlines you should follow.

Regardless of how many Merit Awards are distributed, it will still be the case that many deserving individuals will not receive merit this year. I want to express my deep appreciation to each of you for your scholarship, dedication, hard work, and exemplary service to our students.