

## **Written policy on faculty merit procedures and criteria, Department of Linguistics**

Prepared by Richard Wright, Departmental Chair – Approved by vote 10/06/2023

### **Merit Review Procedure**

Each faculty member provides the chair with an updated *CV* and an *annual report* each spring. The *annual report* summarizes that year's scholarship, teaching and student mentoring (with student teaching evaluation scores, and with collegial teaching evaluations according to UW Arts & Science rules), departmental and university service, and public service and engagement. The annual reports and CVs are made available to the departmental faculty and merit reviews are performed in a specially scheduled faculty meeting with the following progression: Assistant professors are reviewed by associate professors, and professors. Associate professors are reviewed by professors. Professors delegate review responsibilities to the Chair. Chairs are reviewed by the Divisional Dean. The Chair takes the reviews into consideration in writing the merit narrative for each faculty member.

### **Criteria for merit**

Merit is assessed based on each faculty member's *CV* and *annual report* for the year. Faculty are deemed *highly meritorious*, *meritorious*, or *non-meritorious* for each of four categories: 1) scholarship, 2) teaching and student mentoring, 3) departmental and university service, and 4) public service and engagement. Relating to the four criteria is an additional Equity Diversity and Inclusion (EDI) statement which describes contributions to EDI in teaching, research, and service. The rank *highly meritorious* recognizes exceptional achievement, while *meritorious* indicates a typical level of performance. The four categories are used to assign an overall rank of *highly meritorious*, *meritorious*, or *non-meritorious*, based on the individual faculty members' job title. Note that a rank of meritorious cannot be assigned in the absence of at least one student teaching evaluation per year or in the absence of a collegial teaching evaluation on the following schedule: Collegial evaluation of teaching must be conducted every year for Assistant Professors and at least every three years for Associate Professors, Professors.

Yours,  
Richard