

# **Civil and Environmental Engineering Department Policy for Performance Based Distributions Funds Made Available for the purpose of Retention, merit increases and salary increases for in-unit faculty**

## **Background**

From time to time University provides the departments with funds for distribution among faculty for retention, merit raises or salary increases. The purpose of this document is to outline the procedure that Chair will use to distribute those portions of the funds that are performance based or can be allocated for retention purposes, among faculties. Sometimes portions of funds have to be distributed equally among all faculties, which is not subject of this document.

## **Criteria for Distribution of Available Funds based on performance**

- 1- Available funds will be distributed among three categories of Research, Teaching and Service 2- The percentage of total funds to be allocated to Research, Teaching and Service will be 40%, 30% and 30% respectively
- 3- In each category of research, teaching and service no more than four top individual's eligible to receive merit raise will be selected. The selection will be based on performances in each category. An individual, based on assignment could be ranked below expectation in one category, but still be eligible for merit raise in another category based on performance and percent assignment.
- 4- Within each category funds will be distributed based on ranking. Chair will have the responsibility of ranking the top performers within each category

## **Criteria for Selecting Research Category**

- 1- Total funds received
- 2- Number of refereed publication in print
- 3- Number of graduate students supervised with TA/RA/GA support
- 4- Number of national awards

## **Criteria for Selecting Teaching Category**

- 1- Number of courses taught
- 2- Verity of courses taught

- 3- Number of students in each class
- 4- Class evaluations
- 5- The FEEDS Section and "In-class" Section of a FEEDS course will together be regarded as one course.

**Criteria for Selecting Service Category- Performance Based**

Many of the criteria listed below are subjective and will be responsibility of the chair to select the top performers.

- 1- Assisting with undergraduate program
- 2- Assisting with graduate program
- 3- Student Chapter Faculty Advisor
- 4- Supporting Departmental activities

**Criteria for Raise for Retention Rate- Performance Based**

The percentage of available funds to be distributed to faculty for the purpose of retention will rest with Chair. Chair will consider such factors as faculty productivity, importance of the faculty to critical research area and any other factor judged to be beneficial to department.