

**FLL MERIT ALLOCATION METRIC**  
**APPROVED BY THE FLL FACULTY**  
**18 DECEMBER 2002**

The Department of Foreign Languages and Literatures adheres to the following procedures to determine merit pay allocations for its full-time faculty.

- 1) Merit funds allocated by the University are placed into a single merit pool, from which the Chair allocates all merit raises. To determine an individual's merit raise, the Chair will compute that individual's number of "merit units."
- 2) To determine merit units, the Chair will begin with the evaluation number(s) recorded in the most recent Faculty Appraisal Form in each of the relevant fields of teaching, research/scholarship/creative activity, and service.
- 3) The Chair will then multiply each numerical evaluation in a field by the percentage of workload effort assigned to that field in the previous Planning Form. For example, a teaching evaluation of 8 would be multiplied by a workload percentage of 62.5 % for a faculty member who had taught five three-credit courses in that year. This operation yields the number five and would count as five merit units towards the merit raise. Merit units for research/publication and service would obviously be computed in the same way. Similarly, a teaching evaluation of 8 for a faculty member who teaches eight three-credit courses per year (deemed a 100 % workload) would be multiplied by 100 %, for eight merit units.
- 4) The Chair will compute the merit units for each faculty member and then sum up the merit units for the Department as a whole.
- 5) The Chair will divide the total for the merit units of the Department into the amount of the merit pool in order to obtain the dollar value of each merit unit. If, for example, the Department had accumulated 250 merit units and the merit pool amounted to \$25,000, then a merit unit would equal \$100.
- 6) To determine the merit raise of an individual faculty member, the Chair will multiply his or her merit units by the dollar value obtained in step 5.
- 7) The Chair will then recommend to the Dean a merit raise computed in accordance with the steps listed above.