

**MERIT SUBMISSION FORM AY 2019-20 (for activity period 2018-19)**

PLEASE NOTE: DEPARTMENT CHAIR MUST APPROVE THIS FORM FOR  
EACH MERIT NOMINEE

Department \_\_\_\_\_

Merit Nominee Name \_\_\_\_\_

**Preliminary Information:**

CLA guidelines require that faculty members being evaluated for merit awards perform adequately in all three categories (research, teaching, and service) in order to qualify for an award in any category (CLA guidelines, p. 1-2, “Professional Obligations”). For information regarding the NTT Merit Process, please reference the Merit Guidelines for Non-Tenure-Line Faculty members (revision approved by CLA Collegial Assembly, April 2015) and your college-approved department guidelines.

**Instructions:**

Complete the descriptive sections about each faculty member’s research, teaching and service activities (pp. 2, 9, & 12) and fill out the relevant tables (pp. 4-8, 10, 11, & 13). If needed, additional space is provided (pp. 14). If additional table pages are needed, please contact Faye Richardson at frich@temple.edu.

**I. Research:** Briefly describe faculty member's research activities during the merit period (e.g. "published two articles," or "presented at an international conference"):

## Research

### Request for Merit Consideration

#### Instructions:

Please list all items considered for merit in research, including full citations for all publications (see memo to Chairs). Indicate any item that you have nominated for a number of merit units that falls outside regular department merit unit ranges and explain why in your accompanying letter.

\*See Guidelines for explanation of Merit Tiers

\*\*Refers to criteria that will be specified in department's merit guidelines, whether that is a ranking system endorsed by the discipline as a whole or a different discipline-specific evaluation. For these purposes use:

1. Flagship journals/top presses
2. Top tier journals/major presses
3. Mid-tier journal/strong press or respected series
4. Lower-tier journal/minor press
5. Minor or non-competitive journal or press

\*\*\*Department evaluation of significance of the item (based on departmental criteria, but possibly including factors such as length, depth of research, significance to field, level of author's contribution in co- or multi-authored works, etc.) For these purposes, use:

1. Path-breaking
2. Important and broad/densely researched
3. Substantial but narrow/not deeply researched
4. Less substantial; brief
5. Minor contribution

*For example, someone publishes a two-page comment in a roundtable that appears in the discipline's flagship journal, which commonly publishes twelve, 30-35 page articles a year. The journal ranking, based on departmental guidelines, would be 1. The item ranking might be 3, 4, or 5.*

**Request for Merit Consideration**

**Research**

<b>Item</b>	<b>Verified publication date (include month of publication)</b>	<b>Merit Tier* (I, II, III)</b>	<b>Press/Journal/Granting agency ranking**</b>	<b>Ranking of significance of item***</b>	<b>Proposed Merit Units</b>

**Request for Merit Consideration**

**Research**

<b>Item</b>	<b>Verified publication date (include month of publication)</b>	<b>Merit Tier* (I, II, III)</b>	<b>Press/Journal/Granting agency ranking**</b>	<b>Ranking of significance of item***</b>	<b>Proposed Merit Units</b>

**Request for Merit Consideration**

**Research**

<b>Item</b>	<b>Verified publication date (include month of publication)</b>	<b>Merit Tier* (I, II, III)</b>	<b>Press/Journal/Granting agency ranking**</b>	<b>Ranking of significance of item***</b>	<b>Proposed Merit Units</b>

**II. Teaching:** Department Chair's comments about teaching performance  
(not required; include if clarification is necessary):

## Teaching

Please supply the following for each course taught during the merit period.

Course #	Name	Semester/ Year	Enrollment	SFF # 8 Score (out of 5)	% Strongly Agree/ Disagree	SFF #10 Score (out of 5)	% Strongly Agree/ Disagree	SFF #11 Score (out of 5)	% Strongly Agree/ Disagree



**Teaching**

Teaching case must be made in narrative form in accompanying letter. Partial units may be proposed so long as the total is at least one unit.

Contribution (brief)	Merit Tier*	Merit Units Proposed

*\*Tiers described in Guidelines*

III. **Service** case must be made in narrative form. Partial units may be proposed so long as the total is at least one unit; the total unit nomination may simply be entered.

IV.

Contribution (brief)	Merit Tier* (1 thru 5)	Merit Units Proposed

Chairs must indicate if applicant has performed adequate.

\*Service Merit Tiers are as follows:

- 1. Exemplary Performance
- 2. High Performance
- 3. Adequate Performance

- 4. Marginal Performance
- 5. Unsatisfactory Performance

\_\_\_\_\_  
Chair's e-signature

\_\_\_\_\_  
Date

## **Adequate Service:**

### **All tenured-line faculty are required to:**

1. Attend regular faculty meetings in the departments.
2. Participate the normal business of their departments such as faculty searches, undergraduate recruitment (including CLA Open Houses and Experience Temple Days), program reviews, etc. and graduate admissions and reviews of graduate-student progress, when applicable.
3. If faculty are affiliated with a program (e.g. Global Studies) and the program has regular meetings, they are expected to attend those as well.
4. Attend at least one commencement or convocation ceremony every two years. Faculty should make sure regalia is in good condition and presentable.
5. Support the general operation and collegial life of their departments.
6. All members of the full-time faculty with academic-year appointments should adhere to the following calendar:

Per the TAUP collective agreement:

*Duties for the fall semester shall begin **(1) one week before the beginning of classes** and faculty shall be expected to be available that week for advising students, departmental and other meetings and such other duties as may be appropriate to the academic program.*

Per Temple University's Faculty Handbook under "General Obligations:"

*The academic year "end(s) with Commencement in the spring semester.*

7. Faculty members are responsible for the courses they are assigned to teach. A faculty member who will be absent from class or needs to cancel class must notify and get prior permission (for e.g., conference attendance) from the chair. Faculty members cannot be absent and/or ask other faculty to cover their courses for more than one week over the course of one semester.

### **All tenured faculty are expected to:**

1. Play major service and governance roles on a regular basis. This includes serving on or chairing major departmental, college and/or university committees, undertaking administrative assignments (e.g. chair, undergraduate and/or graduate director), etc.