Department of Computer and Information Science
Salary Increase Procedure

October 2001

The CIS Department’s general policy is to maintain an equitable and merit-oriented salary distribution, while responding to issues of equity, parity, compression, inversion, and retention.

The departmental procedure for the distribution of salary increases is as follows:

1) The department’s elected Personnel Committee performs a yearly review of all faculty members based on annual activity reports and vitae. The criteria used for merit are taken from the 11th edition of the UO Faculty Handbook, pp. 74-75 with elaboration for the CIS department. (See the following section.) Except for him/herself, the committee rates the faculty according to the documented achievements in the areas of research, teaching and service.

For post-tenure faculty, the following weighting is applied to the evaluation: 40% for research, 40% for teaching, 20% for service. For pre-tenure faculty, the weighting is: 50% for research, 40% for teaching, 10% for service. For senior instructors, the weighting is: 60% for teaching, 25% for service and 15% for professional development.

The Personnel Committee will rate faculty in each category (research, teaching, service) as meritorious, satisfactory but not meritorious, unsatisfactory. In instances of especially meritorious or unsatisfactory achievement, the Committee will provide a short narrative.

2) The Dept. Head uses the committee’s rating since the last salary increase to construct a distribution of any available funds for salary increases, within the constraints of guidelines obtained from the College and the University with respect to the separation of Cost of Living Adjustment (COLA) and merit raises. The distribution of merit raises usually follows the committee’s ranking very closely, although occasionally the dept. head may factor in additional information. The resulting distribution is usually discussed between the Dept. Head and the chair of the Personnel Committee before it is submitted to the College.

**Merit Salary Criteria**

The criteria used for merit are taken from the 11th edition of the UO Faculty Handbook, pp. 74-75:

**TEACHING:** The quality of teaching:

1) classroom instruction, including careful presentation of course material and effectiveness of presentation;
2) academic advising, consultation, and informal teaching;
3) stimulation of student interest in doing high-quality work;
4) supervision of student research;
5) revision of courses to keep them updated and new course development;

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6) maintenance of appropriate standards of student performance;
7) evaluation of student performance;
8) interest in effective teaching techniques;
9) defining educational objectives and developing teaching and evaluative materials reflecting current scholarship in the discipline and in educational theory.

RESEARCH: Professional growth, and scholarly activities:
1) publications of significance and quality in books, journals and conferences;
2) research in progress and substantially planned work including grant activity;
3) participation in conferences, conventions, seminars, and professional meetings—reading papers, holding office, serving on committees or on editorial boards;
4) attendance at conferences, conventions, seminars, and professional meetings;
5) awareness of current developments in the faculty member’s profession;
6) association with organizations and groups that will result in professional improvement of the participant and bring recognition to the university;
7) professional consultation;
8) regular and constructive use of sabbaticals and leaves of absence;
9) recognized evidence of scholarliness, such as special awards, scholarly citations, and the republication of work;
10) scope and depth of scholarship as revealed in public lectures, book reviews, and, in special circumstances, discussions;

SERVICE:
Leadership in academic and administrative service and activities on behalf of the larger community (local, state, national, and inter-national governmental bodies, etc.):
1) departmental administration and curriculum, personnel, and policy committees or activities;
2) college or school administration and committees or activities;
3) university or state system administration and committees or activities.
4) academic contributions to community activities, either as an individual or as a representative of the university;
5) academic service on behalf of public bodies.

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