The general policy of the Mathematics Department is to maintain an equitable and merit-oriented salary distribution. General procedures are as follows.

1. Faculty members submit yearly activity reports documenting achievements in the areas of research, teaching and service. Additional information is provided by numerical and signed teaching evaluations and reports of the departmental Teaching Effectiveness committee.

2. Faculty members will be rated according to their contributions in each of the main categories. Of particular note are the following. **Research:** mathematical articles and books published and submitted, invited lectures, editorial duties, grant activity, work with doctoral students, and activity in graduate level seminars, etc. **Teaching:** undergraduate and graduate instruction, work with undergraduate honors theses, summer projects for undergraduates, etc. **Service:** departmental and University committee work and professional service (organizing conferences, NSF panels, etc.).

3. The Department Head rates all faculty members in each category and then prepares an overall rating based approximately on the weights: Research - 55%, Teaching - 35%, Service - 10%. A committee consisting of two senior faculty members reviews the ratings and recommends adjustments. Salary figures are computed based on the ratings, with adjustments made to account for matters of equity and retention. The salary data is then submitted to the Dean of CAS for further review, along with whatever ranking data the Dean requests.