Procedure for Evaluations of Salary Increases in Geography

Administrative Process

1. The individuals affected by the raise take a secret ballot vote on whether they want assessments and recommendations to be handled (a) by a committee of two-three elected tenured faculty members who will review and make recommendations on salaries, or (b) by the Department Head alone. The latter option is followed only if there is unanimous support for it (i.e., even one secret ballot vote for the first option leads to the appointment of an advisory committee).
2. Each faculty member is asked to submit a statement detailing accomplishments in research, teaching, and service since the last raise that was not an across-the-board COLA raise – along with any other material the faculty member deems to be relevant.
3. The materials of each faculty member are reviewed along with a recent curriculum vitae and student/peer teaching evaluations.
4. If the Department Head is empowered to make recommendations alone, he/she develops them in accordance with the raise criteria noted below, and then submits the recommendations to Dean of the College of Arts and Sciences. If a committee is appointed to make recommendations on salary increases, those recommendations are developed in accordance with the raise criteria noted below and then forwarded in written form to the Department Head. The Department Head then takes those recommendations into consideration in drawing up a plan for submission to the Dean of the College of Arts and Sciences. Any significant departure from the committee’s recommendations must be accompanied by a statement detailing the committee recommendations and explaining the reasons behind the deviation from those recommendations.

Raise Criteria

1. In determining raises, consideration is given to (1) research productivity, (2) the quality and effectiveness of the individual’s teaching, and (3) service to the department, university, state, nation, and discipline. The relative importance of these matters will depend on the rank of the individual and other special circumstances, such as agreements between a faculty member and the Department Head to stress one or another of these matters during a particular period. Eligibility for a significant raise (within the context of available funds) will be determined by meritorious performance in at least two of these categories (see item 2 below), and at least satisfactory performance in the remaining category (see item 3 below). In cases of meritorious performance, the raise amount may be increased if there is evidence of exceptional performance in multiple categories and/or if equity considerations are clearly at play. Examples of equity issues are differential salaries for faculty members of similar rank and productivity, or a differential relationship across rank between University of Oregon salaries and salaries at comparable institutions.
2. Meritorious performance in research productivity is demonstrated by a level of productivity that is resulting in the production of at least two substantial published research articles or book chapters each year, the completion of a significant portion of
a scholarly book each year, or the production of other materials of comparable scope that represent the outcome of creative practice or scholarly research. Significant grant activity or the publication of a variety of shorter pieces could lower the publication threshold in a given year. Meritorious performance in teaching is demonstrated by strong student evaluations and very active participation in graduate advising. Meritorious performance in service is demonstrated by active, responsible participation in departmental/university committee work (appropriate to the rank of the individual) and significant service initiatives beyond the university.

3. Satisfactory performance in research productivity is demonstrated by a level of research productivity that results in the production of at least one substantial published research article or book chapter each year – or equivalent progress on a book or other material of comparable scope that represent the outcome of creative practice or scholarly research. Satisfactory performance in teaching is demonstrated by at least average student evaluations and active participation in graduate student advising. Satisfactory performance in service is demonstrated by at least modest, regular participation in departmental/university committee work and some service activity beyond the university.

4. Irrespective of salary increase recommendations based on merit and equity considerations, all members of the department will be eligible for the recommended COLA raise in a given raise period if they have performed at a satisfactory level during that period. For purposes of this provision, satisfactory performance will be determined either by satisfactory performance in all three categories specified in item 3 or, if performance is less than satisfactory in one or more of these categories, offsetting meritorious performance in the remaining category or categories.

Dated 1999