Procedures and Criteria for
Annual Merit Performance Evaluation and Review

Below are this department's revised procedures and criteria for the Annual Merit Evaluation and Review Process. The document also explains the conditions that would warrant subjecting a faculty member to the post-tenure review procedure that is specified in official correspondence from the Dean of Faculties, the Faculty Senate, and the Texas A&M Board of Regents.

A. Procedures. On or about December 1, the Department Head will distribute blank "Faculty Member's Annual Report" forms (copy enclosed). Each member of the faculty will be required to submit the completed report, along with any corroborating evidence (i.e., a dossier), by January 1 of the succeeding year. The "Faculty Member's Annual Report" will detail the professional activities of a calendar year (January 1 through December 31) and will serve as the primary basis for evaluating a faculty member's professional progress.

Within four to six weeks after the beginning of the succeeding calendar year the Department Head and the department's Executive Committee will evaluate the faculty with the view of locating each member in one of five broad categories of performance (detailed below under Criteria). The Department Head and the Executive Committee will then locate each member of the faculty in one of the assigned categories. Further refinements will be made if circumstances seem to warrant, the result being that provision will be made for awarding varying salary increases within categories of performance. The median salary increments in each category may also be considerably different. Each member of the faculty will be notified in writing of the Department Head and Executive Committee's assessment of his/her performance and given an opportunity to respond either verbally or in writing to the Department Head or to a meeting of the Executive Committee. After a re-evaluation in such cases, a final written notification will be directed to those concerned.

On the basis of the completed evaluation in consultation with the Executive Committee, the Department Head will recommend specific salaries to the Dean when the University budget is known. When the salary recommendations have been approved by the Provost, the Department Head will notify each faculty member.
B. Criteria. The foregoing procedures will result in each member of the faculty being located annually in one of five broad categories of performance. The standards for each category will be as follows:

UNSATISFACTORY Failure to meet departmental standards in research and in teaching and in service (no increment for merit)

SATISFACTORY Meeting departmental standards (minimal increment for merit)

Research: A clearly defined and focused research agenda that will lead to or has produced a reputation for excellence. Evidence of this agenda may be seen in book reviews, participation in professional conferences, and grant proposals.

Teaching: Employing pedagogically sound techniques to instruct students during regularly scheduled class times; being available to meet with students during regularly scheduled office hours to discuss academic matters.

Service: Participation in departmental decision-making processes such as faculty meetings, personnel committee meetings, faculty recruitment committees, department ad hoc committees, and college, university, or professional committees.

COMMENDABLE Meeting departmental standards and exceeding expectations in one area (normal increment for merit)

Research: A clearly defined and focused research agenda, with demonstrable evidence of progress, such as the publication of an article in a scholarly journal, publishing a chapter in an edited volume of scholarly essays, editing a volume of scholarly articles, or winning a nationally or internationally competitive grant or fellowship.

Teaching: Willingness to train graduate students; demonstrated competence in the classroom as measured by evaluations and curricular materials; departmental nomination for a teaching award.

Service: Participation in department decision-making processes (faculty meetings, personnel committee meetings, faculty recruitment, ad hoc committees); willingness to serve on department and college committees, and involvement in the affairs (serving on panels, symposia, committees, reviewing books and manuscripts, serving as a referee, etc.) of the historical profession.

EXCELLENT Exceeding all basic departmental standards (special increment for merit)

Research: A record of publication that has produced a reputation for excellence, with demonstrable evidence of progress, such as publication of a major article in one of the top journals in the discipline, or two articles in scholarly journals, or the authorship of an academic textbook, or the co-authorship of a scholarly work. This measure may be based upon a single year's output or upon that of a three to five year period.
Teaching: Notable contribution to curricular development; a high level of service in training graduate students; receipt of a College teaching award.

Service: Exercising a leadership role in the affairs of the university and/or the profession. Evidence of excellence may include chairing a college, university, or professional organization committee, editorial responsibility on a refereed journal, membership on a governmental advisory board, or significant public service to the local or university community.

**SUPERIOR** Exceeding all basic departmental standards, plus outstanding performance on one or more dimensions (extraordinary increment for merit)

Research: Publication of a significant single-authored book.

Teaching: Evidence of a teaching impact which extends beyond the university campus; receipt of a University teaching award.

Service: Exceptional and extraordinary participation in university or professional affairs which has a demonstrated impact on the profession or on society at large.

The research component within each of the categories generally will be given greater weight than the teaching and service components.

Recommendations for salary increases for merit will be based on performance over a three to five year period as well as the single calendar year under immediate consideration. Except in unusual circumstances salary increases for promotion to a higher rank will not be based exclusively on the criteria noted above. An effort will be made to provide a base salary increase with increments added for merit. Equity considerations may also call for salary increases based upon additional factors.

**C. Post-Tenure Review.** A faculty member who receives two consecutive unsatisfactory evaluations may be subject to the procedures specified under University policy for post-tenure review.