

# College of Arts and Sciences

## Application for College-Level Merit Increment

College-level merit consideration is by application only. You must have a (√) in instruction to be eligible to apply for college-level merit pay in areas other than instruction. You are invited to apply for merit consideration for the period of May 1 through April 30, in one or more areas (Instructional, Service, and/or Scholarly Activities). You must have a plus (+) in each of the activities for which you apply. Applications in each category will be reviewed separately and recommendations for college-level merit increases will be made by the CAS Personnel Committee. Departmental merit decisions, however, will be determined and distributed by your department head.

**NOTICE:** *For one month following college-level merit decisions, all college-level lists for the previous year will be available in the Office of the Dean for review by interested parties. You will be notified when these materials are ready for review.*

### Instructions

1. This application covers the period: May 1, 2008 to April 30, 2009.
2. Prepare a list of meritorious activities in the area(s) for which you wish to apply. No more than one page per area is allowed. Additional information--related to clarity, etc.,--may be requested by the committee. (Do not list activities that are routine parts of your job such as preparing syllabi, attending faculty meetings, teaching classes, serving on departmental committees, etc.)
3. List the activities in descending order of importance, explaining briefly the significance of each.
4. Submit your list(s) to your department head by June 15, 2009.

#### I. SOME EXAMPLES OF INSTRUCTIONAL ACTIVITIES WITH IMPACT BEYOND THE DEPARTMENT

- Innovative teaching techniques that have an impact beyond your classes
- Study guides, lab manuals, instructional software, etc., that have an impact beyond your department
- Presentations at workshops and/or conferences on teaching
- Publications related to instruction
- Recognition and awards for teaching activities beyond the departmental level

#### II. SOME EXAMPLES OF SERVICE ACTIVITIES WITH IMPACT BEYOND THE DEPARTMENT

- Service at the University level
- Service in the College of Arts and Sciences
- Service to the profession
- Service to the community, region, etc.
- Recognition and awards for service beyond the departmental level

#### III. SOME EXAMPLES OF SCHOLARLY ACTIVITIES WITH IMPACT BEYOND THE DEPARTMENT

- Presentations at professional conferences and/or workshops
- Scholarly articles *published* (Distinguish between refereed and non-refereed journals)
- Books published
- Grants and/or contracts awarded for scholarly activities
- Recognition and awards for scholarly activities beyond the departmental level