

Merit Reward Policy

Approved by the BOD on May 5, 2008
Approved by the UC on May 2008 and March 18, 2016
Approved by the Board of Trustees on May 9, 2016

1. Preamble

Faithful to its mission to encourage excellence in the areas of teaching, research, self-development, creative activity, and service, Notre Dame University–Louaize (NDU) [hereinafter called the University] shall introduce a *Merit Reward Policy*, as of the academic year 2008-2009.

2. Objective

The objective of the present *Policy* is to recognize academic merit by granting financial rewards to eligible full-time faculty members who, beyond fulfilling all their duties adequately, whether in teaching, research/creativity, self-development, or service, are excelling in some or all of these areas.

3. Eligibility

Full-time faculty members with at least three years of continuous service at the University are eligible for merit evaluation and reward. Visiting professors, full-time researchers, part-time faculty members, and emeriti are non-eligible.

4. Budget and Funds for Merit Reward

- a) The budget allocated for merit shall be divided into “merit rewards” of equal amounts.
- b) The number of merit rewards allocated to each Faculty shall be the following:
 - One merit reward for Faculties with 3 to 10 full-time faculty members.
 - Two merit rewards for Faculties with 11 to 20 full-time faculty members.
 - Three merit rewards for Faculties with 21 to 30 full-time faculty members.
 - Four merit rewards for Faculties with 31 to 40 full-time faculty members.
 - Five merit rewards for Faculties with 41 to 50 full-time faculty members.
 - Six merit rewards for Faculties with 51 or more full-time faculty members.

The President shall have discretionary power to slightly amend these quotas in exceptional cases.

- c) The President shall establish the amount of one merit reward on a yearly basis, subject to the availability of funds, and shall accordingly announce the total budget for merit at the beginning of each academic year.

5. Merit Evaluation Period

The evaluation and rewarding of merit shall cover performance over one academic year.

6. Merit Evaluation Plan

- a) Based on the recommendations of all departments, each Faculty shall set its own Merit Evaluation Plan (MEP), which includes the merit evaluation criteria, a quantitative method for computing the final merit score, and guidelines for distinguishing between “fulfilling duties” and “excellence.” To be considered for a merit reward, an eligible candidate must at least “fulfill duties” in two categories and “excel” in one.

- b) The MEP of each faculty will be submitted to the VPAA for final approval.
- c) The merit evaluation criteria shall cover three separate categories: teaching; research/creativity or self-development; and service.
- d) The computation of the final merit score shall include the following general components:
 - The weight allocated to each category shall be:
 - i) For regular faculty in the professorial rank: 40% for teaching, 40% for research/creativity, 20% for service.
 - ii) For faculty in the professorial rank having received a substantial release from teaching for research assignments: 20% for teaching, 60% for research/creativity, 20% for service.
 - iii) For faculty in the professorial rank with significant service assignments (Faculty officers): 30% for teaching, 20% for research/creativity, 50% for service.
 - iv) For faculty in the non-professorial rank: 60% for teaching, 20% for self-development, 20% for service.
 - Each category shall be assigned a score between 0 and 4.
 - The final merit score shall be the weighted average of the category scores.
- e) The MEP shall be circulated before the end of October of each academic year.
- f) If any, amendments of the MEP can be made on a yearly basis and shall obey the same requirements as those of its adoption.

7. Merit Evaluation Procedure

- a) The starting documents for merit evaluation are the annual self-evaluation report, an updated CV, and supporting documents. These documents shall be made available to the corresponding Chairperson's office no later than the end of the second week of April.
- b) The Department Personnel Committee (DPC) shall evaluate all files and compute the final merit score according to the criteria and methods set in the MEP.
- c) The Faculty Personnel Committee shall review the evaluation of the different DPCs and recommend a list of meritorious candidates, arranged in order of decreasing final merit score, to the Faculty Dean for final consideration.
- d) The Faculty Dean, taking into consideration the merit funds allocated, the report of the FPC and his/her personal judgment, shall submit his/her final decision to the VPAA by the end of the second week of May.
- e) The Faculty Dean may reserve the granting of part or all of the merit rewards.
- f) Merit rewards may be shared equally by no more than three meritorious candidates following a discretionary decision of the Faculty Dean.
- g) By the end of May of each academic year, the President shall issue the merit reward list, and shall inform each reward recipient by letter of the achievement(s) to which merit was ascribed.