

- Portfolio Process and Merit Pay Procedures

School of Law

I. Preamble

This document, the Faculty Portfolio Process and Merit Pay Procedures, describes two procedures that implement the University of Baltimore School of Law Policy on Faculty Workload and Responsibilities, which was adopted by the Faculty Council on September 29, 1994. The Portfolio Process is the vehicle by which members of the faculty report on their achievements and activities during the reporting period. It is also the process by which a faculty member's responsibilities for the coming academic year are established, in conformity with the Workload and Responsibilities Policy. The Merit Pay Procedures describe the way in which the Dean makes determinations concerning the allocation of merit pay increases.

II. Portfolio Process

Each year, each member of the full-time faculty shall submit a report to the Dean concerning the faculty member's activities and achievements over the past year in the three areas of faculty responsibility: teaching, scholarship and service. Each faculty member shall also submit a "Prospectus" for the coming academic year indicating the work that the faculty member would like to undertake during the coming year in each of the three areas.

In accordance with the Policy on Faculty Workload and Responsibilities, the Dean will meet with each member of the full-time faculty near the end of each academic year to discuss the faculty member's scholarship plans and service responsibilities for the coming academic year, and to determine the percentage of effort that the faculty member will be allocating during the coming year to each of the three areas of faculty responsibility: teaching, scholarship and research. (The faculty member's specific teaching responsibilities for the coming academic year will have been determined, in discussions with the Associate Dean or the Dean, earlier in the academic year and prior to the general portfolio meeting with the Dean.)

At the end of each academic year, the Dean shall meet with each member of the full-time faculty to discuss the faculty member's performance. In most instances, the discussion of performance will occur in the same meeting as the discussion of the faculty member's portfolio for the coming academic year.

III. Merit Pay Procedures

If funds are available for merit salary increases, the Dean shall make those merit pay determinations based upon the Dean's evaluation of the quality and quantity of work performed by the faculty member in the three areas of teaching, scholarship and service. The Dean will also consider the faculty member's leadership as a factor in each of these areas. Leadership is defined as a faculty member's contributions that enhance the School of Law through innovation, i.e., bring something new to an existing program or activity, invigoration, i.e., bring new energy to an existing program or activity, and/or initiation, i.e., start a new program or activity. An additional

factor in the evaluation shall be the extent to which the faculty member accomplished the objectives set forth in the faculty member's Prospectus for the relevant period.

Merit salary increase determinations shall be based upon the faculty member's performance over the most recent two academic years, or whatever shorter period the individual has been on the full-time faculty. The Dean may extend the evaluation period beyond two years if significant merit salary increase monies have not been available for two or more consecutive years.

Each year the Dean shall consult with the Dean's Advisory Committee concerning the process and plans for making merit salary increase determinations. The Dean shall not consult with the Dean's Advisory Committee concerning any individual salary increase.