



TO: CAS Heads and Managers

FROM: W. Andrew Marcus
Tykeson Dean of CAS

DATE: October 10, 2016

SUBJECT: 2017 Merit Increase Process for Department Heads

Unit heads and directors contribute to the mission of their departments, the college, and the university through their scholarship, teaching (insofar as being unit head allows time for this) and service, especially their service as head. Their merit in scholarship and teaching is best evaluated by disciplinary peers through the unit's usual mechanism. Their merit in service/administration will be evaluated by the dean's office with input from the unit.

The head will be evaluated for merit using two sources of information:

1. The units will determine that part of the head's merit related to teaching and research by the same process they use for other faculty. Units will submit merit increase information for heads, along with information for the rest of the faculty, into the CASweb application by November 14.
2. The dean's office will decide that part of the head's merit related to service, including service as a department head, with input from the unit.

For the dean's-level review, CAS will evaluate service as unit head. As part of this process, CAS will collect and consult information from the head's department colleagues and from the heads themselves:

- a. CAS will send a brief Qualtrics survey of heads to the unit merit review committee in October.
- b. Heads/directors will submit a CV and may submit an optional *list* (not a statement) of service/administrative accomplishments to their divisional dean via email by November 14.



The dean's office will weight these two determinations (unit-level and dean's level) based on department size and complexity following the CAS formula for determining head/director compensation in the CAS Head/Director Compensation Table: ([DHStipendsCategory.pdf](#)):

Categories 1 and 2	60% service/administration + 40% research/teaching
Category 3	50% service/administration + 50% research/teaching
Categories 4 and 5	40% service/administration + 60% research/teaching
Categories 6 and 7	Evaluated in the unit only

CAS will combine both evaluations and place the head/director within the unit ranking according to the unit's ranking system.

Each head's or director's merit increase will be determined by where each is situated by this process in their particular unit's overall unit rankings.