# Dear COE Faculty,

The 2019 merit review process is now underway. The process for eligible faculty will follow the COE’s Faculty Merit Increase Policy and the COE Annual Review and Merit Review Policy Guidelines. The policy and guidelines can be found on our [governance site.](https://coedocs.uoregon.edu/display/governance/Annual+Review+and+Merit+Review+Policies)

A brief outline of timeframe, materials, and process for eligible faculty are described below.

# *[Note: The process steps described below apply to eligible faculty only. To be eligible, tenure-track and tenured faculty and career non-tenure-track faculty must have an appointment on December 31, 2019. Pro tem and retired faculty members are ineligible for merit.]*

# Period of Review:

* **The period under review is January 1, 2018 through October 31st, 2019**. The merit evaluation extends back to the last performance assessment (which covered the 2018 calendar year) and includes post Annual Review productivity and activities (January 1, 2019 – October 31, 2019).

# Materials to submit:

* **An updated curriculum vita** – in which you use the highlight function (directly applied to any activity, productivity, service, teaching, etc.) to highlight activity that occurred between January 1, 2019 and October 31, 2019.
* **A one-page Personal Statement** outlining activities by category (teaching, research, scholarship, service, equity & diversity and/or other professional activities) between January 1, 2019 and October 31, 2019.

# Send the requested materials to your Department or Unit Heads by October 31, 2019.

# Review Process:

* Unit or Department Merit Review Committees or Unit Directors or Department Heads, in conjunction with the Internal Governance Policies of the unit, will review the materials identified above in making Merit recommendations to the Dean of the College of Education.
* If a faculty member has multiple appointments the faculty member will submit materials to both unit or department head(s) as appropriate. If the duties in each appointment are identical, the administrators involved may collaborate on the merit recommendation.
* Department and Unit Heads will submit merit recommendations to the Dean’s office by **November 14th**. The Dean’s office will make final decisions regarding merit.
* Merit increases will take effect **January 1, 2020.**