

**Merit Criteria**  
**Linguistics**  
**Revised Version Approved by Vote Spring 2024**

Merit will be evaluated in the three areas that are considered for tenure and promotion: teaching, research, and service. Within each area, there are three levels of performance/productivity: A, B, and C. Examples of activities that qualify in each level are below.

Activities at the C level are some of the valued but expected activities for tenured and tenure-track professors, although not all faculty will necessarily do all the activities in C in a given year. C level activities generally do not count for the purposes of receiving merit pay. Only faculty who are rated A or B in at least one of teaching, research, and service will qualify for merit pay.

Procedure: the merit committee will evaluate eligible faculty on performance in teaching, research and service as appropriate and place each faculty in category A, B, or C for each of the three areas. These rankings will determine merit for the preceding year(s). The classifications will then be forwarded to the chair, who may take other factors into account, including a faculty member's assigned activities. At the discretion of the chair, the rating of a faculty member may be changed.

In years in which there is no merit payment, the performance of that year will be taken into account as well when evaluating performance when there is merit money to distribute in following years.

**Teaching**

- A. Awards for excellence in teaching/mentoring
  - National or international grant for teaching-related activities (e.g., summer school) (first year of funding)
  - Distinguished teaching as determined by student evaluation scores for each course above college norms.
  - Serving as Chair of MA and/or PhD committees at a number significantly above average for the department (=being in the top quartile of linguistics faculty that year)
  
- B. Development of relevant teaching related technology, including but not limited to software, video, database of lectures, podcasts, etc.
  - Very positive peer evaluations of teaching
  - Distinguished teaching as determined by the majority of courses having student evaluation scores above college norms
  - Teaching service courses (LIN2000, LIN3010, LIN3201, LIN3460), or other courses requiring significant extra effort
  - Serving as chair of MA and PhD committees, or undergraduate honors theses
  - State or university grant for teaching-related activities (first year of funding)
  - Director or coordinator of study abroad programs
  - Teaching of classes abroad, leading workshops abroad
  - Designing and teaching new courses
  - Significant time commitment to the organization of lectures, exhibits, or other teaching/culturally-related events
  - Significant time commitment to K-12 or community outreach
  - External evaluations of Ph.D. students at other universities if involves significant time commitment during the thesis
  - Formally Mentoring (as in Lin4905, 4911) a large (>6) number of undergraduate students

## **Teaching, cont.**

- C. Guest lecturing in other classes
  - Serving as committee member for MA and PhD committees
  - Outreach or organization of educational activities
  - Satisfactory teaching as determined by student evaluation scores for at least one course above college norms
  - Mentoring of undergraduate students
  - Mentoring students during the publication process
  - Mentoring/Supervising visiting scholars and exchange students
  - External evaluations of Ph.D. students at other universities if involves only reading the finished product

## **Service**

- A. Excellence in graduate coordinating, undergraduate coordinating, or other significant administrative duties
  - National or international grant for service-related activities (e.g. conference) (first year of funding)
  - Significant contribution to organizing a professional conference
  - Editor of a national or international journal
  - Major officer in a national or international organization
  - Service on national advisory panel
  - Chairing a faculty search committee
  
- B. Promotion of student extra-curricular activities (e.g., sponsoring student groups, etc.)
  - Significant quantity of reviewing of journal manuscripts, book manuscripts or proposals, chapter manuscripts, grants, conference abstracts
  - External tenure reviews of others' files
  - Committees in department, college, and university (with high workload\*)
  - Course coordinating and TA supervision (without teaching/service reduction compensation)
  - Organizing workshops, symposia, colloquia, or sessions at conferences
  
- C. Committees in department, college, and university (light to moderate workload\*)

\*see list at end

## Research

- A. Scholarly book (theoretical, descriptive, applied) with a recognized publishing house  
National or international research grant or fellowship (first year of funding)  
2 sole authored substantial articles in refereed and selective national or international outlets (not conference proceedings)  
4 or more substantial single- and/or co-authored articles in a combination of refereed and selective national or international outlets: journals, edited books, or conference proceedings (but no more than two in conference proceedings)  
4 publications in computational linguistics published in outlets on the list of journal equivalents  
Book prize or other professional award or distinction  
Patent resulting from research that furthers scholarship
  
- B. 3 substantial single- and/or co-authored articles in a combination of refereed and selective national or international outlets: journals, edited books, or conference proceedings (but no more than two in conference proceedings)  
3 publications, in computational linguistics published in outlets on the list of journal equivalents  
Approved but not funded national or international research grant  
Funded state or university research grant (first year of funding)  
Invited plenary/keynote address  
Substantive review article  
Editor of a collection  
Book length translation
  
- C. 2 articles in refereed and selective national or international outlets: journals, edited books or conference proceedings (sole or co-authored where appropriate)  
Other published items (notes, book notices, squibs)  
Presenting paper(s) at national/international meetings  
Invited talks  
Active participation in local, national, or international meetings, symposia, conferences, or workshops (other than giving a prepared paper)  
Submitted grant proposal  
Submitted application for a patent resulting from research that furthers scholarship

The lists here are not considered to be exhaustive, and can also include any other activity judged to be worthy by the Merit Committee and/or the Chair. Equivalent criteria may be included in all cases.

Faculty are reminded to pay attention to the following when they complete their AARs:

Be sure to list external reviews for T/P as these are meritorious for Service.

Provide a justification if you suspect your teaching falls into the “courses requiring significant extra effort” clause in Teaching B.

When you list your reviewing activities, please state how many papers you reviewed. Some faculty do, some don't. It would help the Merit Committee to assess the work load entailed if numbers were provided.

When you list service on editorial boards/advisory panels or officers in organizations, add a short statement to describe the service involved, whether it entailed considerable work load (in the form of reviewing papers or other administrative duties), and an estimate of the number of hours involved. Service on editorial boards/advisory panels can be quite labor-intensive or not.

The committee uses only research published in a given March 16th-March 15th year to count towards merit for that year. “Published” can either mean FirstView/Online publication in the year that it happens or later publication as part of a journal issue

In 2017, the merit committee implemented checklists in Teaching, Service, and Research which must be completed in addition to the Annual Activities Reports.

**Suggested categories for departmental committees** (for college/senate/university committees, please provide your estimate of the workload). If your committee has an unusual workload in a given year, please indicate that on the checklist

High workload committees include:

Search committees

Admissions committee

Tenure & promotion

Light to moderate workload committees include:

Merit committee

Website & Social Media Committee

comprehensive Exam committee

Curriculum committee

visiting scholars

etc.