

BURRIS LABORATORY SCHOOL
SALARY UNIT #6
2007-2008 Salary Plan
Approved: October 30, 2007

PURPOSE

The purpose of a salary plan for Burris Laboratory School is to ensure an equitable distribution of all salary monies available to the subunit. The plan shall be consistent with appropriate University and Teachers College regulations and will protect the interests of regular full-time faculty.

PROCEDURE

The tenured faculty will constitute a committee of the whole to direct the salary process. One member will serve on the Teachers College Salary committee. The salary committee of Burris Laboratory School, in concert with the subunit head, shall determine annually the criteria, salary plan, and recommendations for salary improvement monies to individuals. The salary document shall be approved by a majority of the eligible faculty.

Satisfactory performance is a prerequisite for consideration of any raise in salary. Unsatisfactory performance will be determined by the subunit chairperson with concurrence of the salary committee. Continuing efforts shall be made to apprise an individual of problems which may result in an unsatisfactory performance rating.

Prior to recommendations being forwarded, each individual will receive a copy of his/her evaluation signed by the subunit chairperson.

Each individual to be evaluated, including persons on joint appointments between subunits, will receive a copy of the criteria to be used for performance evaluation as soon as the plan is approved by the college and university committees.

ALLOCATION AND DISTRIBUTION

1. The salary increment funds for the subunit will be those allocated to it by Teachers College.
2. The Burris Laboratory School Salary Plan provides for the following

components:

- a. an amount which is twenty-five percent (25%) of the subunit's total increment funds awarded for meritorious service in accordance with approved subunit criteria, and
 - b. an amount which is seventy-five percent (75%) of the subunit's increment funds allocated so as to provide for one-half of these funds (37.5 % of total) to be distributed as a fixed percent of each person's salary base;
 - c. the remainder of the salary increment monies will be distributed in an equal dollar amount to each subunit member who is eligible.
-
3. Faculty on joint appointments between subunits shall be evaluated for the purpose of salary adjustments in the same proportion to their assignments in the Laboratory School.
 4. The subunit chairperson shall inform each individual in writing of his/her proposed salary increase prior to forwarding the recommendations. The list of recommended salaries shall be available in the office of the subunit chairperson. The list shall include a breakdown of all components.

STATEMENT OF CRITERIA

If a person chooses to apply for merit pay, then his/her achievement will be considered in the areas of teaching, scholarly productivity, service, and/or administration as applicable to the faculty member's primary assignment.

1. A person will choose to be evaluated in three of the four general areas listed above. (Suggested criteria for evaluation are included in an addendum.) Each faculty member will designate the number of points (point total to equal fifteen [15]) that he/she wishes to ascribe to each of the respective categories based on the following:
 - a. no less than five (5) points, or more than nine (9) points, may be allocated to teaching/administration.
 - b. no less than two (2) points to each of the other two categories.
2. Faculty members who wish to be considered for merit pay will submit evidence of their professional activities in each of the categories they choose. These activities must have been performed during the previous calendar year.
3. Persons applying for merit pay will have monies allocated in proportion to

their merit ratings. Procedures for determining ratings will be approved by a majority of the faculty annually.

RANKING PROCEDURE FOR MERIT EVALUATION

1. The administrative coordinator will code all merit applications.
2. Individual salary committee members will rank each coded application on the following scale: 0, 1, 2, 3 (3 = exceptional; 2 = above average; 1 = acceptable; 0 = below average). The three categories reported will be ranked separately.
3. The ratings of each committee member will be listed for each category. The high and low scores for each applicant will be removed and the remaining scores averaged.
4. The value assigned by the applicant for each category will be multiplied by the average determined by the committee for that category. These three values will be added to attain a total for the individual (individual merit points).
5. The sum of all individual merit points for faculty applying for merit will be calculated (subunit merit points).
6. Individual merit dollars will be calculated by $S = (M/T) \times 0.25D$; where S = individual merit dollars, M = individual merit points, T = subunit merit points, and $0.25D$ = subunit merit dollars.

EXAMPLE:

FACULTY MEMBER

Category 1: Teaching	7 points
Category 2: Scholarly Productivity	3 points
Category 3: Service	5 points

Assigned average ratings by committee

Category 1:	2.6	$M = (7 \times 2.6) + (3 \times 2.1) + (5 \times 1.9)$
Category 2:	2.1	$M = 18.2 + 6.3 + 9.5$
Category 3:	1.9	$M = 34.0$

Assume that the subunit merit points = 924, and subunit merit dollars + \$ 4,000.00
then: $S = (34/924) \times 4,000$
 $S + 0.037 \times 4,000$

Individual merit dollars will be 148.00

APPLICATION FOR MERIT PAY

Name

Code Number

A code number will be assigned to each applicant by the administrative coordinator. This cover page will be removed before the committee deliberates.

Applicants need to be reminded that the criteria used in judging a person's merit are based on qualitative performance.

Select three (3) of the categories listed below. Assign points to each category to make a total of 15 points.

Teaching (minimum of 5, maximum of 9)

Administration (minimum of 5, maximum of 9)

Scholarly productivity (minimum of 2)

Service (minimum of 2)

Documentation on each item listed should be available upon request. Do not include documentation with this application.

Code Number

TEACHING

In what ways have you:

demonstrated effectiveness as an instructor ? (e.g. student evaluations, peer evaluations, administrator evaluations)

utilized exemplary and effective innovative teaching techniques and practices?

demonstrated effectiveness as classroom supervisor for pre- and in-service programs and teachers? (quality of supervision)

improved your skills and knowledge?

demonstrated other traits and characteristics related to exemplary teaching?

Code Number

SERVICE

In what ways have you:

been active in professional organizations? (national, state, local--office held)

shared your professional knowledge and teaching techniques with other teachers?
(workshops, presentations, consultancies)

contributed to the improvement of the professional community? (university, college,
departmental committees--offices held, membership)

participated in school and/or community activities outside your regular teaching
assignment? (organization sponsor, member of educational board)

demonstrated other traits and characteristics related to this topic?

Code Number

SCHOLARLY PRODUCTIVITY

In what ways have you:

developed new curriculum ideas?

participated in grant writing?

prepared instructional media to share with others in the field?

innovated or participated in research?

published? (articles, books, journals and internal publications)

demonstrated other traits and characteristics related to this topic?

Code Number

ADMINISTRATION

In what ways have you:

demonstrated effectiveness as a leader?

_____ effectively encouraged professional growth on the part of the faculty

_____ demonstrated effective communication with external publics

_____ demonstrated effectiveness in handling personnel matters

_____ utilized effective measures in developing/assisting with the development of innovative/exemplary curricula

_____ demonstrated effectiveness in handling student discipline/attendance

_____ effectively maintained and developed an academic schedule within the parameters available which meets the needs of the school

_____ demonstrated effective maintenance and accuracy of permanent records

demonstrated other traits and characteristics related to this topic?