University of Florida Department of Anthropology Merit Pay Procedures
Revised and approved by the faculty on May 1, 2002

Merit Pay Committee: The Personnel Committee of the Department of Anthropology advises the chair on the distribution of Merit funds when available, according to the bylaws of the department. When faculty are not on salary, such as in the summer, a Special Personnel Committee of those faculty teaching summer courses can be constituted for the purposes of advising the chair on merit pay distribution.

Personnel Committee Procedures: The most recent annual activity report of each faculty member will be used as the primary document for reviewing accomplishments. Supplemental material may be considered in the merit evaluation if it informs the activities of the faculty member during the previous academic year. Each member of the committee will individually rate each faculty member according to accomplishments in the areas of teaching, research, and service. Each committee member will make an overall summary rating of merit. The committee members will use their professional judgment as well as consideration of the faculty member’s assignment of effort to evaluate faculty activity reports. The ratings made by each committee member will be compiled and provided to the department chair as the committee’s recommendations for merit awards.

Merit Pay Criteria: Merit pay will be recommended to those members of the department who fulfill their duties in teaching, research, and service commendably and who excel in at least one of these areas. The following are examples of scholarly activities that will be considered by the committee and the chair:

Teaching:
- Teaching evaluations by students.
- Teaching awards.
- Supervision of undergraduate honors theses.
- Supervision of graduate students as chair or member of graduate committees.
- Development of curriculum at the undergraduate and graduate level.
- Papers given at meetings and/or published on teaching anthropology.
- Mentoring students in fieldwork and other training in anthropology.
- Innovative teaching such as developing interdisciplinary courses, putting materials on the Internet, participating in educational outreach.
- Other activities which promote the undergraduate and graduate program in anthropology.

Research:
- Publication of research through articles and chapters in refereed and non-refereed journals and books.
- Publication as sole author or editor of books and monographs related to research.
- Papers presented at professional meetings and congresses.
- Colloquia and visits to other research institutions.
- Awards, fellowships, and prizes for research.
- Receipt of grants, contracts, and consulting for research (including those granted to students under the supervision of the faculty member).
- Other recognized research activities.

Service:
- Participation and chairing committees at the department, college, and at the professional level.
- Advising current and prospective students at undergraduate and graduate levels.
- Administering scholarships, colloquia, and workshops within the University.
- Serving as editor of professional journals.
- Holding offices in professional organizations.
- Refereeing papers and grant proposals.
- Actively using anthropology for the betterment of local, regional, or international communities by serving on boards, commissions, and so forth.