Organization of Supporting Evidence for Merit Review  
Revised December 10, 2019

The purpose of this document is to identify and communicate to faculty and chairs evidence related to the merit review. The document is aimed at continued conversation and transparency regarding the kinds of evidence A&S might use to evaluate teaching, research, and service. The categories reflect Faculty Handbook guidelines and, relatedly, instructions for faculty reports (see https://asadmin.richmond.edu/deans-office/annual-review/faculty-review.html) and items chairs have reported in the past. They do not replace the evidence requested in the annual evaluation of faculty. Please note that some of the categories do not apply to all faculty, and the categories are not ranked in order of importance.

TEACHING/ADVISING/MENTORING

Advising: Number and types of advisees, including informal advising. Faculty can provide any additional comments on their approaches to advising.

Awards/Recognition: Comment on any teaching awards or other recognition for excellence in teaching.

Course Contributions and Development: Number of courses, preparations, and enrollments (with relevant information about specific department or program contexts), and comment on ways in which the faculty member has developed the courses consistent with the standards for teaching excellence described in the Faculty Handbook. (Note if the faculty member was on leave or identify other conditions that might affect course contributions.)

Course Evaluations: Comment on reviews of class visits or course evaluation results, recognizing the limits and complexity of these evaluations and taking into account contextual factors, such as: experience of the faculty member, number of times the course has been offered, content of the course or difficulty of the subject matter, type of course, makeup of the students, and racial, gender or other biases that may affect student answers.

Pedagogical Development: Comment on additional pedagogical development activities that the faculty member engaged in and how those activities affected their teaching (e.g. reconfiguring courses based on feedback and innovation).

Mentoring: Comment on mentoring of students related to teaching (e.g. number of students, forms of mentoring, outcomes).

Student Achievement: Comment on evidence of student achievement presented by the faculty member.

Other: Comment on additional pedagogical developments or discipline-specific aspects of teaching or contributions to University/School of A&S Goals.

SCHOLARSHIP/CREATIVE ACTIVITY

Award(s): List awards earned by faculty. Include comments on selectivity.
Conference Papers/Unpublished Work/Works in Progress: Conference papers (include peer review process), unpublished works, artistic or creative works and research in progress, manuscripts under revise and resubmit, and manuscripts submitted for review. Comment on faculty member’s progress on this research, scholarship, or creative production.

Grants: List grants awarded to faculty. Include comments on quality or selectivity.

Mentoring: Comment on mentoring of students related to research, scholarship, and creative activity (e.g. number of students, forms of mentoring, outcomes)

Publications/Creative Activity: Publications or artistic activity (shows, exhibits, performances, recordings, as appropriate) and comment on the types and quality. Comment on how research or artistic trajectory, publications or venues fit into the faculty member’s overall body of work.

Non-traditional Outlets: Comment on the quality of contributions in non-traditional outlets identified by faculty. (Chairs should consult Career Profiles or merit review guidelines on how a department views such contributions.)

SERVICE

Departmental: List types/acts of service. Comment on effectiveness or importance of contribution(s).

External: List types/acts of service to professional organizations or community. Comment on effectiveness or importance of contribution(s).

School/University: List types/acts of service. Comment on effectiveness or importance of contribution(s).

Chair’s Input: Chair’s impressions of the faculty member’s service, or circumstances affecting service.

OVERALL

Summary statement to support the “Overall Merit Category” (from Chair’s Evaluation Form).

-----------------------

DEVELOPMENT

Comment on the faculty member’s development, future goals and priorities, and progress toward tenure and promotion.