

**UF Center for Latin American Studies**  
**Merit Pay Procedures**  
Approved, April 2011

**I. Charge and Composition of the Merit Committee**

The Center's Merit Committee advises the Director on the distribution of merit funds when they are available. To do so the committee evaluates each Center-based faculty member's contribution to the Center and performance according to the Center's merit criteria (see Item II below). Faculty members to be evaluated include all Center-based faculty (including jointly appointed faculty) in tenured, tenure-accruing, and lecturer positions.

The Merit Committee is made up of three tenure-track faculty members: two chosen by secret ballot and one appointed by the Director to ensure disciplinary balance and representation of faculty at different career stages. Faculty members who have not yet been awarded tenure have the option to opt out of service on the Merit Committee. Committee members will serve for two years with staggered terms; the Committee member who has served longest on the committee will serve as Chair. Committee members will not be eligible for consecutive terms.

The committee shall classify each faculty member's contribution and performance as highly meritorious, meritorious, satisfactory, or unsatisfactory. Each member of the Merit Committee will be excluded from the discussion of her or his own assessment; the assessment of each member of the Merit Committee will be made by the remaining members of the committee. This same rule will apply if there is any conflict of interest for a committee member.

The committee, in conjunction with the Center Director, will review appeals by the faculty of their evaluation.

**II. Criteria for evaluations**

The Merit Committee bases its evaluation of each faculty member's performance since the previous round of merit raises using the faculty member's Annual Activities Reports and taking into consideration the faculty member's assignment in the Center and home department. Considerations will be given to both the quality and quantity of activities in the categories below. It is important to note that the assessment of quality varies considerably across disciplines and the Center-based faculty is a multi-disciplinary group. Therefore, faculty members are encouraged to include indicators of quality (e.g. ranking of journals in their discipline, assessment of research impact, summaries of teaching evaluations for the college or department, etc.) in their annual reports to help merit committee members effectively evaluate performance and productivity. In each of the categories there are some activities that represent more "traditional" scholarship (e.g. teaching classes at UF, publishing in disciplinary journals) and some that are more highly valued by the Center than a disciplinary department (e.g. specialization coordinator, TCD Steering Committee, teaching at institutions in Latin America). It is important that the Merit Committee give significant weight in its evaluation to these Center-specific activities.

**A. Research/Creative Work criteria to be considered include:**

- Publication of papers in refereed journals
- Publication of sole authored or co-authored book
- Publication of edited or co-edited book
- Publication of chapters in books
- Editing or co-editing a special issue of an academic journal
- Publications in foreign/Latin American presses and journals (including translations of books, reprints, etc.)
- Writing book reviews, research notes, translations, and other non-refereed publications, publications in non-traditional media such as websites and electronic databases
- Individual or collaborative artistry: includes performance and production of existing works, and the development and creation of new musical, dramatic, and visual art
- Documentary films
- Contributed presentations at professional meetings or symposia
- Invited presentations at professional meetings or university seminar series / colloquia
- Recipient of competitive grants or contracts, including those granted to students under the supervision of the faculty member.
- Awards, fellowships, or prizes for research excellence
- Patents received
- Other organized research activities

Because some research comes to fruition only after a long period, a faculty member may receive meritorious recognition for research produced but not yet published or accepted for publication, or for research published in previous years. This provision is expected to apply principally to books, but may apply to other forms of research and productivity as well.

**B. Teaching criteria to be considered include:**

- Teaching of undergraduate courses
- Teaching of graduate courses
- Student teaching and course evaluations
- Curriculum and course development
- Service on and chairing of graduate student committees.
- Supervised students in independent studies, supervised teaching, research courses, or honors theses.
- Teaching courses at Latin American institutions
- Teaching and advising Latin American students attending UF
- Teaching workshops in Latin America (for students, professionals, etc.)
- Writing a textbook
- Publishing papers on teaching methods or invitations to present on teaching methods at professional meetings or symposia.
- Organizing or participating in workshops for Center students
- Receiving an award or honor for teaching excellence.
- Service as a specialization coordinator or academic advisor to a certificate/concentration
- Graduate and Undergraduate Coordinator for the Center or Department

- Supervision of Teaching Assistants
- Advising student associations and involvement with extra-curricular activities related to the Center's mission
- Peer evaluations of the faculty member's teaching program
- Coordinating or teaching in study abroad initiatives

**C. Service criteria to be considered include:**

- Chairing a Center, Department, College, or University committee.
- Serving on a Center, Department, College, or University committee.
- Organizing colloquia and seminars by visiting scholars
- Chairing or participating in the organization of the Center's Annual Conference
- Participating in outreach activities (includes public presentation of research results and media outreach)
- Holding office in an academic or professional society
- Organizing a scientific symposium or meeting;
- Acting as a reviewer of proposals or as a panelist for funding agencies and foundations.
- Serving as a referee for journals or book publishers
- Serving as Editor or member of the editorial board of a journal or book series
- Providing service to scientific, governmental, industrial, or educational agencies
- Chairing a program section at a professional meeting.
- Participating in the Center's governance.

**D. Other Assigned Duties**

Center faculty may occasionally have formal appointments that require activities other than research, teaching and service (e.g., Extension, Administration). **For those categories the criteria to be considered include:**

- Center-based program management or development
- Development of extension programs
- Exhibits
- Fundraising