Department of Psychology
Annual Faculty Review and Merit Review Policy
Approved by Faculty November 18, 2022
Changes approved by Zoom Poll in Faculty Meeting September 13, 2024

Next review scheduled for 9/2025

The Department of Psychology developed the Annual Faculty Review and Merit Policy in order to promote quality teaching, research and scholarly activities, and service. This policy considers the following criteria: 1) To establish a fair and transparent faculty evaluation system; and 2) to provide a mechanism for assessing faculty performance against a standard.

Texas State University Policy Statements (AA/PPS 04.01.50)
- 01.02: All continuing percent-contract faculty are eligible for merit raises.
- 03.02: When merit raises are given, faculty will be evaluated on the basis of clear criteria, documented performance, and accomplishments at Texas State during the evaluation period.
- 03.02-c: Merit awards should be based on meritorious performance for the identified evaluation period, normally three years.
- 03.02-d: Merit increases should be based on the faculty member's performance, appointment type, duties, and assigned workload.

COLA Annual Review and Merit Policy (link)
- All faculty in the college (full- and part-time; tenured, tenure-track, and nontenure line) complete an annual report of activities for the prior calendar year using the Faculty Qualifications system. Each faculty member enters information on teaching, research/scholarly activities, service, and other activities and then undergoes review by the department's personnel committee and chair.
- Each department in the college has written policies and procedures to guide evaluation of faculty and to determine merit raises.

Psychology Department Annual Faculty Review and Merit Policy
- All faculty will be assessed for meeting expectations based on their specific job type, duties, and assigned workload.
- Lecturers will be evaluated on Teaching and (minimal) service as: 1) Meets expectations and is eligible for full merit; 2) Meets expectations and is eligible for ½ merit; or 3) Does not meet departmental expectations.
- Instructional Faculty will be evaluated on Teaching and Service as: 1) Meets expectations and is eligible for full merit; 2) Meets expectations and is eligible for ½ merit; or 3) Does not meet departmental expectations.
- Clinical Faculty will be evaluated on Teaching, Scholarly and Professional Engagement, and Service as: 1) Meets expectations and is eligible for full merit; 2) Meets expectations and is eligible for 2/3 merit; 3) Meets expectations and is eligible for 1/3 merit; or 4) Does not meet departmental expectations.
- Tenure-Track and Tenured faculty will be evaluated on Teaching, Research, and Service as: 1) Meets expectations and is eligible for full merit; 2) Meets expectations and is eligible for

2/3 merit; 3) Meets expectations and is eligible for 1/3 merit; or 4) Does not meet departmental expectations.

- Faculty who do not meet all departmental expectations may appeal this decision. For information regarding Appeals and Professional Development Plans, refer to AA/PPS 04.02.10
- If the merit budget permits, cases of exceptional achievement may receive additional funds, and eligible individuals will be identified by the FRC.

Teaching Expectations

To meet expectations in teaching, all faculty will teach courses in accordance with their workload assignment, maintain syllabi consistent with University standards, and sustain quality teaching. All tenure-track and tenured faculty members will actively mentor TXST Psychology students and support the MAPR program.

Teaching Activities	
All Faculty (check)	
___Yes ___ No	Courses were taught per workload assignment for the specified year.
___Yes ___ No	Syllabi are consistent with university standards.
___Yes ___ No	Undergraduate syllabi are uploaded to the HB2504 website.
___Yes ___ No	Mean ratings on student evaluations were above 4.00. (If evaluations fall below 4.0, please provide explanation).
Evidence of Texas State University student mentoring and support of MAPR program (Required for Tenure-Track/Tenured; Optional for all other faculty)	
Comments for the FRC about Teaching	
___Yes ___ No	FRC- Indicate if faculty member met expectations in Teaching

Research and Scholarly Activity Expectations

To meet expectations in research and scholarship, clinical faculty will provide scholarly and professional engagement that enhances knowledge and skills in clinical practice; tenure-track and tenured faculty will maintain an active and consistently productive research program at Texas State. Lecturers and Instructional faculty are not evaluated on research and scholarly activity but are encouraged to include any relevant activities in this document.

Research and Scholarly Activities	
All Tenure-Track, Tenured, and Clinical Faculty (check)	
___Yes ___ No	Research and Scholarly Activities relative to faculty member's research program were conducted.
List all activities initiated or completed related to Research Program/Scholarly Activities: Tenure-Track/Tenured: Conducting and dissemination of research, and funding submissions Clinical Faculty: Relevant reports, presentations, publications	
Comments for the FRC about Research and Scholarship	
__Yes __No __ N/A	FRC- Indicate if faculty member met expectations in Research/Scholarly Activity.

Service Expectations

To meet expectations in service, all faculty will demonstrate commitment to service within the department, college, and university. Where applicable, faculty will also be active in professional and community service related to their profession. Lecturers are only required to perform minimal service activities but are encouraged to include all relevant activities in this document.

Service Activities
All Faculty (check)
___Yes ___ No   Institutional service activities were completed as assigned.
List Service Activities
Departmental, College, and University Service (All Faculty)
Professional Service (Required for Clinical, Tenure-Track, and Tenured Faculty)
Community Service Related to Profession (If Applicable)
Comments for the FRC about Service
___Yes ___ No   FRC- Indicate if faculty member met expectations in Service Activity.