Merit Guidelines: Department of Geography
March 2014

Merit awards are part of the salary package negotiated between the university and the faculty association. Full-time tenure stream faculty who are active on both June 30 and July 1 of a specific calendar year are eligible for consideration (including colleagues on leave). The number of merit awards that may be made in the Department is determined by the Dean's Office.

Merit decisions are based on criteria spelled out under the conditions of appointment for faculty (see URL: http://www.hr.ubc.ca/faculty-relations/files/2010-to-2012-Faculty-Collective-Agreement.pdf). Articles 2.04 and 2.05 of the Collective Agreement on Salaries and Economic Benefits (p.35-37) states that: "A description of the procedures used within a unit shall be distributed to all members of the unit, including procedures for members holding joint appointments".

Faculty workload assignments are based on the principle of an equitable workload distribution and modeled on the 40-40-20 standard distribution of teaching-research and scholarly activity-service. The Department assigns workload in a manner consistent with the language of Article 13.03 of the Collective Agreement.

1. All members of the faculty are required to submit annual reports and these reports are all forwarded to the Office of the Dean of Arts.

2. Annual reports cover the period from April 1 to March 31 (the fiscal year).

3. The Merit Committee is charged with the work of assessing eligibility for merit awards.

4. The Merit Committee bases its decisions on the annual reports submitted by individuals.

5. The Merit Committee is elected annually, with representation from all of the ranks.

6. Membership of the Merit Committee is anonymous to prevent interference and undue influence.

7. Members of Merit Committees shall not serve in consecutive years.

8. Merit must be evaluated in accordance with the 40-40-20 model.

9. Recommendations regarding merit are made to the Head by the Merit Committee. The Head reserves the right to make small changes on the basis of his/her information and review of the records.

10. The Head submits the merit recommendations to the Dean's Office along with a letter outlining the methodology used.

Guidelines for Merit Committee members

The following activities should be considered when assessing eligibility for merit awards in accordance with the 40‑40‑20 model of teaching‑research and scholarly activity‑service. This list is intended to be indicative of the range of potentially meritorious activities. It is not exhaustive, nor should it be interpreted to imply equivalence or automatic qualification for merit, which must be assessed on a case‑by‑case basis. Evaluations should consider that some positions have obligations, such as extension activities and liaising with government agencies, which do not fit neatly within the 40-40-20 model. They should also consider the career stage of the faculty member, particularly in the case of young faculty starting their research programs

Teaching

- Developing new courses
- Directed Studies or Tutorial Course (limit 6 credits)
- PhD thesis or PhD proposals
- External Examiner for PhD for other universities
- Honours student supervision
- Innovative Teaching Grants (e.g. TLEF, TAG, ISIT)
- Mentor in graduate training programs
- Ongoing Thesis Supervision of MA / MSc, PhD
- Strong teaching evaluations (e.g. above the departmental average)
- PhD Comprehensive Examination
- Supervision of Completed MA / MSc
- Supervision of Completed PhD
- Supervisory committee membership MA / MSc, PhD
- Teaching 3 credit equivalent course with more than 100 students
- Winning Department Teaching Excellence Award
- Winning (or nomination for) University Teaching Excellence Award

Scholarly Work

Note: Co-authoring, co-chairing and collaborative grant writing are to be evaluated on the basis of the individual's suggestions of time and involvement.

- Artistic works and performances
- Book (small press, short, etc.), academic TV/radio series
- Book (substantial)
- Book award
- Chair of major research/program grant
- Chapter in book, non-refereed
- Chapter in book, refereed
- Contribution to published conference proceedings
- Edited book or proceedings

- Edited special issue of journal with introduction
- Internal grant, competitive
- Keynote address or paper at major conference
- Major research / program grant, Co-Investigator
- Major research / program grant, Principal-Investigator
- Non-refereed article (6,000+ words)
- Non-refereed article (fewer than 6,000 words)
- Plenary or keynote address
- Refereed article, especially as lead author or with student as lead author
- Report, brief, commission
- Reprinted articles and chapters with substantial revision

Service

- Advisor / Contributor, media (video, radio, etc.) production
- Associate editor or editorial board member of journal
- Awards for service
- Chair, Faculty / University / Community Committee
- Chair, Professional Committee
- Chair, External Grant Evaluation Committee
- Chair, Graduate Studies
- Chair, UBC departmental reviews
- Conference Coordinator
- Consulting, unpaid
- Department review (external)
- External Grant Evaluation Committee member
- Journal Editor
- Major report for department, university, community, or government
- Organizer of large community event
- P&T review, external or internal
- President of major association
- President of Professional Association or Significant Community Group
- Professional committee membership
- Public / Community lecture
- University / Faculty / Major Community Group Committee member