

APPENDIX I: Merit Criteria & Procedures for Merit Awards

1.0 For Full-time Faculty Members

1.01 Merit may be awarded for exceptional performance as a full-time faculty member at Lakehead University in one of four categories: (1) teaching, or (2) research and other scholarly and creative activity, or (3) service to the institution, or (4) any combination of these three categories. For categories (1), (2), and (3), exceptional performance will be recognized when, during the two previous annual reporting periods (July 1 to June 30 as per Article 16.06), the faculty member's contribution in one of the three categories is clearly beyond the measurement for satisfactory performance pursuant to Article 35.01.04 and when the faculty member's performance in the other categories is satisfactory. For category (4), exceptional performance will be recognized when, during the two previous annual reporting periods (July 1 to June 30 as per Article 16.06), the faculty member's combined contribution in any two or all three categories is clearly beyond the measurement for satisfactory performance pursuant to Article 35.01.04. It is understood that, where a combination of categories is involved, the expectation in each category will be less than in the case where the faculty member is applying on the basis of his/her performance in that single category. Where a combination of two categories has been selected by the faculty member, the faculty member's performance in the remaining category must also be satisfactory. There shall be up to a total of 35 awards of \$2000 across all faculties proportionately distributed based on the number of faculty members in each faculty. Merit shall be paid by April 30. Such an award shall be deemed to be the merit award for that year and the member shall not be eligible to receive another merit award in the subsequent year.

1.02 Merit Awards Committee

1.02.01 There shall be one Merit Awards Committee responsible for making recommendations to the President concerning the granting of merit awards pursuant to Article 35.01.05. Members applying for merit are not eligible to serve on the Merit Awards Committee. The composition of the Merit Awards Committee shall be as follows:

- a) non-voting chair who shall be the Provost and Vice-President (Academic);
- b) Director of Human Rights and Equity (non-voting)
- c) One tenured professor or associate professor from each Faculty who shall be elected by the faculty members from each respective Faculty;

1.02.02 A member is not eligible to be elected to the Merit Awards Committee if:

- (A) he/she is on Leave or expects to be on Leave for an extended period during the months of September to June of the current academic year;
- (B) he/she has served on the Committee in each of the previous three years;
- (C) he/she is to be considered for merit in that year;
- (D) he/she is the President of the Association or its Chief Grievance Officer; or
- (E) he/she is aware of a conflict of interest related to a merit applicant.

1.02.03 For each Faculty, the Administrative Assistant to the Dean shall complete the election process of the Faculty representative on the Committee and the Dean shall provide the ballot results to the Provost and Vice-President (Academic) by November 7th of each year.

1.02.03.01 All tenured and tenure track faculty members are eligible to vote for the committee member for their respective Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year).

1.02.03.02 The Board and the Association shall each appoint one scrutineer for the elections. Ballots must be submitted to the Administrative Assistant to the Faculty Dean in person or in an unmarked sealed envelope which in turn is enclosed in another envelope on which the voter signs his/her name. The names of those submitting a ballot will be checked off by the Administrative Assistant to the Dean. Where ballots are submitted in person, they will be placed in the sealed ballot box by the voter. Where ballots are submitted by envelope, the unmarked sealed envelope will be placed in the sealed ballot box in the presence of a scrutineer appointed by the Association. The seal will be broken and the ballots will be counted in the presence of the scrutineers.

1.02.04 A meeting of the Merit Awards Committee shall be convened and chaired by the Provost and Vice-President (Academic) prior to the meeting of the Merit Awards Committee (as per 1.02.06) of each year for the purpose of familiarizing all committee members with the responsibilities and procedures of the committee.

1.02.05 A quorum of the committee shall consist of the full voting membership.

1.02.06 A meeting of the Merit Awards Committee shall be convened and chaired by the Provost and Vice-President (Academic) by January 14th of each year for the purpose of allocating the funds available for merit awards.

1.03 Merit Award Procedure

1.03.01 A member who chooses to be considered for a merit award may only apply in one of the four categories in a given year. No member shall receive a merit award in two successive years.

1.03.02 A member who chooses to be considered for a merit award shall supply two (2) copies to the Provost and Vice-President (Academic) and one (1) copy to his/her Dean of their Merit application file that includes the following information by October 15th:

- a) a cover letter highlighting the reasons for his/her application for merit;
- b) a copy of his/her current curriculum vitae;
- c) his/her annual reports, as per Article 16.06, for the two previous annual reporting periods;
- d) Copies of those materials from the previous two annual reporting periods which the candidate wishes to use as evidence of excellence in the category in which he/she is applying for a merit award; and
- e) Copies of those materials from the previous two annual reporting periods which the candidate wishes to use as evidence of satisfactory performance in the other categories.

Failure to provide this information to the Provost and Vice-President (Academic) and Dean in a timely and organized manner will result in the application not being eligible for consideration by the Merit Awards Committee.

1.03.03 The Provost and Vice-President (Academic) shall have a Merit information file assembled for each candidate containing the materials described in 1.03.07.01 and shall make this file accessible to the members of the Merit Awards Committee at least fifteen days before the meeting of the Merit Awards Committee.

1.03.04 The Dean of a candidate for merit shall make the candidate's Merit application file available to full-time faculty members in the candidate's School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the Merit application file on campus in person) and shall solicit from each full-time faculty member in the School, Department or Faculty (excluding those noted above, the candidate, and the immediate supervisor) a signed ballot related to the application for a merit award. The Dean shall impress upon the members the need to base each vote on the criteria for merit pursuant to 1.01, the Faculty Employment Equity Policy, and to any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Merit Awards Committee.

1.03.04.01 In cases in which the candidate holds a joint appointment, the Dean of the candidate's principal School, Department or Faculty shall make the candidate's Merit application file available to full-time faculty members in the candidate's Secondary Program, School, Department or Faculty (excluding those on full-time probationary appointments who have been at the University for less than one year, faculty on term appointments, and faculty members who are on leave and unable to review the Merit application file on campus in person) and shall solicit a signed ballot from each full-time faculty member (excluding those noted above and the candidate) and the Director or Chair or Dean of the candidate's Secondary Program, School, Department or Faculty. The Dean shall impress upon the members the need to base each vote on the criteria for merit pursuant to 1.01, the Faculty Employment Equity Policy, and to any formal departmental criteria which are consistent with this Agreement. The signed ballot shall be submitted to the Dean and, in cases where the Dean is not the candidate's immediate supervisor, a copy of the signed ballot shall be submitted to the candidate's immediate supervisor. The Dean shall forward the original ballots to the Provost and Vice-President (Academic) at least fifteen days before the meeting of the Merit Awards Committee.

1.03.05 At least fifteen days before the meeting of the Merit Awards Committee, the Dean shall supply the Provost and Vice President (Academic) with written recommendations concerning the candidate from both the Dean and the immediate supervisor, if the Dean is not the immediate supervisor. The Dean shall provide the candidate with a copy of the recommendations. The Dean shall also provide the Provost and Vice President (Academic) with a ranking of the applicants from his/her Faculty.

1.03.06 At least fifteen days before the meeting of the Merit Awards Committee to consider the candidate's application for a merit award, the Dean shall advise the candidate in writing, with a copy to the Provost and Vice-President (Academic), of the number of faculty members supporting and not supporting the merit award.

1.03.07

1.03.07.01 The Merit Awards Committee, in considering whether the candidate meets the criteria for merit, shall take into account:

- (a) the contents of the Merit application file pursuant to 1.03.02;
- (b) the ballot of his/her colleagues, pursuant to 1.03.04; and
- (c) the recommendations of the Dean and his/her immediate supervisor, where the Dean is not the candidate's immediate supervisor, pursuant to 1.03.05;
- (d) the ranking of the candidate by the Dean pursuant to 1.03.05;
- (e) any departmental criteria submitted to the Merit Awards Committee which are consistent with 1.01; and,
- (f) the Faculty Employment Equity Policy.

1.03.07.02 Members of the Committee shall complete an electronic ballot and shall provide a reasoned opinion supporting the vote. The Provost and Vice-President (Academic) will advise the members of the Merit Awards Committee of the results of the ballots immediately after the ballots have been counted.

1.03.07.03 The Chair of the Committee shall prepare a written report from the Committee on each candidate which shall include the recommendation of the Committee, the result of the ballot vote, and any comments which the Chair wishes to make. Attached to the report and forming part of it shall be the original ballot of each Committee member. The report shall be forwarded to the President.

1.03.08 The candidate shall be informed by the President in writing by January 31st of the Committee's recommendation to the President and of the President's decision. The President shall advise the Association in writing of the names of members receiving merit awards and the reason for each award. The candidate and his/her Dean shall receive a copy of the Committee report, including typed copies of the ballots. If the President's decision is inconsistent with the recommendation of the Committee, the President shall advise the candidate, members of the Committee, and the Association in writing of the reasons for his/her decision.

1.03.09 Any decision of the President that is inconsistent with the recommendations of the Merit Awards Committee may be grieved.

1.03.10 All materials in an Merit information file about a candidate, signed Departmental ballots, records or evidence taken at hearings, materials used in arriving at the decision, and the Committee ballots shall be retained by the Provost and Vice-President (Academic) for a reasonable period of time.

2. For Librarian Members

2.01 A merit award may be awarded for exceptional performance in librarian activities. Exceptional performance for Librarian members shall be recognized when the member's contribution is clearly beyond the measurement for satisfactory performance as described in Article 21.02. There shall be up to a total of 2 awards of \$2000 for Librarian members. Merit shall be paid by April 30.

2.02 Consideration for a merit may be initiated by the member applying to his/her University Librarian. A member who chooses to be considered for a merit award shall supply the University Librarian and the Provost and Vice-President (Academic) with the following information by November 15th:

- (a) A cover letter highlighting the reasons for his/her application for merit;
- (b) A copy of his/her current curriculum vitae;
- (c) A copy of his/her activity reports for the two previous years;
- (d) Copies of those materials which the candidate wishes to use as evidence of excellence; and,
- (e) Copies of those materials which the candidate wishes to use as evidence of satisfactory performance in his/her normal activities.

2.03 No person is eligible to receive a merit award in two successive years.

2.04 The decision to award merit shall be made by the President after consultation with the Provost and Vice-President (Academic) and the University Librarian.

2.05 The President shall advise the member in writing by January 31st of the award of merit and of the reason for the award, and shall advise the Association in writing of the members receiving merit awards and the reason for each award.