**Merit Committee**

**Minutes**

**August 14, 2012**

Members attending: C. Kefauver & L. Ingram (co-chairs), M. Koon, L. Tackett, J. Plesa, A. Vavra

The meeting was held at 9:00 am in the Room 411 EC with M. Koon by phone in Weirton.

The committee discussed the realignment of dates with the newly revised FERC document in order to allow faculty to complete the evaluation process, prior to applying for merit. The following dates were accepted:

* No later than the third Friday in March, faculty must submit two copies of the Merit Request Packet and all documentation (in hard copy) to the office of the Vice President of Academic Affairs.
* The VPAA verifies merit eligibility and forwards merit packets to Merit Committee by the first Friday in April.
* The Merit Review Committee will make its recommendations to the President by the fourth Friday in April

Additionally, the committee determined that it will no longer be necessary for the Division Chair to sign and document that faculty have met their job description as the VPAA will be certifying this when the packets are forwarded to the Merit Committee for consideration. This eliminates a division chair responsibility in the process.

The committee discussed a way to implement a uniform documentation process for the proof of first professional development activity to meet the job description, as well as documentation of membership in a professional organization.

* The following paragraph was drafted and inserted into the procedure to detail how this is to be done, as well as the only acceptable forms of documentation:

*PROFESSIONAL DEVELOPMENT/SERVICE*

*Faculty can request merit points for Activities 17 and 18 with proof of initial professional development activity and membership in one professional organization used to satisfy faculty position description utilizing the Merit Activity Identification and Documentation Form. Proof of initial activity utilizing the only acceptable forms of documentation and pre-approval as outlined for Activities 17 and 18 must be included with this form and placed in the merit packet, as well as proof of professional membership utilizing the only acceptable forms of documentation for proof of professional membership which are a membership card, certificate of membership, e-mail/letter from organization stating membership, or proof of payment of dues.*

The Merit Activity Identification and Documentation has been revised by Mr. Vavra to make the form able to be used for the above task. The new form will be sent to P. Carmichael to be posted to the web for immediate use.

The committee determined that all changes in procedure and forms will be retroactive to January 1, 2012, as there is no change to activities, but only to dates for submission (faculty will have longer with the new procedure) as well as the form which is also used at the time of submission only.

The next planned meeting of the committee will be April 2013 for evaluation of submitted merit packets.

Respectfully submitted,

Lisa Ingram

Merit Co-Chair