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**APPENDIX N**  
**FACULTY MERIT-CREDIT**  
**PROGRAM**

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### **FACULTY MERIT-CREDIT PROGRAM**

#### **N.1 FACULTY MERIT-CREDIT PROGRAM**

##### **N.1.1 PURPOSE**

The Faculty Merit-Credit Program provides awards to full-time faculty members who have demonstrated outstanding achievement at UCO in teaching, research/creative activities, and/or service within the previous two academic years. The Faculty Merit-Credit Committee determines awards according to established criteria and procedures.

##### **N.1.2 BACKGROUND**

Former President George Nigh approved the merit-credit Senate proposal on April 28, 1994, in response to Faculty Senate Proposal 92/3-6.

##### **N.1.3 FACULTY MERIT-CREDIT COMMITTEE**

The committee develops and administers all necessary processes and procedures to implement the Faculty Merit-Credit Program fully and operates under the auspices of the Office of Academic Affairs. It is composed of three faculty members elected from each undergraduate college and a representative from the Faculty Senate designated by the senate president. Members serve three-year terms, except for the Faculty Senate representative, who has a one-year term.

##### **N.1.4 FUNDING**

Funding for the program derives from interest income on matching funds donated to UCO for faculty (and staff) development.

##### **N.1.5 MERIT-CREDITS**

Awards take the form of “merit-credits” to be spent by the recipient for items that support the recognized performance, i.e., equipment, books, travel, etc. Cash awards are not part of the program.

##### **N.1.6 ELIGIBILITY**

All full-time UCO faculty members, with the exception of members of the Merit-Credit Committee, are eligible to apply. A full-time faculty member is eligible every year including the year(s) following an award, but recipients are not eligible within the same category in the next year.

##### **N.1.7 APPLICATION PROCEDURES & TIME LINES**

A completed application form must be submitted to the Faculty Merit-Credit Committee,

c/o Office of Academic Affairs, no later than the established deadline. A “[Faculty Merit-Credit Application Guide](#)” and [Faculty Merit-Credit application form](#) are available on-line for all interested full-time faculty.

#### **N.1.8 COMMITTEE RESPONSIBILITIES**

The committee reviews applications and decides on awards in the spring semester. Recipients are usually announced at the fall semester General Faculty/Staff Meeting.

#### **N.1.9 SELECTION CRITERIA**

Criteria for receiving a Merit-Credit award are based on outstanding performance in one of three areas related to the university mission: teaching, scholarly/creative activity, or service. The committee uses established procedures to score applications. Award amounts are established based on the committee’s ranking and the amount of money available. The committee reserves the right to determine the number of awards and associated dollar amounts that will be granted as part of each application cycle. Merit-Credit will not be awarded twice for essentially the same specific activity. No written comments are made, which precluded any written feedback to any of the applicants.

#### **N.1.10 REAPPLYING FOR MERIT-CREDIT**

If a faculty member has previously submitted an application for merit-credit but has not received an award, an updated re-application may be submitted by the established deadline the next academic year.

#### **N.1.11 ADMINISTRATIVE PROCEDURES**

See the “Faculty Merit-Credit Application Guide” located on the [Office of Academic Affairs website](#) for complete details. The deadline for spending Merit-Credit will normally be no later than the end of the fiscal year (May 15) following the fiscal year in which the award is made. No Merit-Credit will carry forward beyond that point without approval from the Office of Academic Affairs.

#### **N.1.12 COMMITTEE RECORDS**

The Office of Academic Affairs will be responsible for storing and archiving all applications and committee working papers for a period of three years. Thereafter, these documents will be destroyed.

**N.1.13        UPDATES**

The “Faculty Merit-Credit Application Guide” will be updated annually by the committee and the Office of Academic Affairs by September 15th. Any changes will be published and made available to all full-time faculty members. Any significant changes will be integrated into the next update of the UCO Faculty Handbook.

Suggestions to improve this program should be forwarded in writing to the Office of Academic Affairs.