

CONTRACT FACULTY SALARY GUIDELINES

Salary Guidelines

The purpose of a salary plan for Burris contract faculty is to ensure an equitable distribution of all salary monies available to the Burris contract salary group. The plan shall be consistent with appropriate University and Teachers College regulations and will support the interests of regular full-time contract faculty. Documentation of years of service at Burris and meritorious achievements for a calendar year must be submitted to the committee in order for salary increases to be considered.

Contract Faculty Committee

The committee shall consist of 6 elected contract faculty members who have had at least two years of teaching experience at Burris. This election will be held by November 1 of the school year. Each member will be elected for a two-year term. Members will be elected each year to fill the committee. The committee shall elect a chair and a vice-chair for a one-year term. The vice-chair will be the chair for the next year. Committee members may be elected for consecutive terms.

The committee should be comprised of representatives from the following areas:

Elementary School (K-5)

Middle School (6-8)

High School (9-12)

Special Areas (arts, physical education, and special education)

Committee Responsibilities:

The committee will direct the salary process.

1. The committee will organize and present informational meetings about the merit pay system.
2. The committee will be available to answer questions.
3. The committee will prepare and distribute merit pay application forms.
4. The committee will set timelines for submitting application forms.
5. The committee will read and rate each submitted application.
6. The committee will submit application ratings to the committee chair.
Individual salary committee members will rank each coded application on the following scale: 0, 1, 2, 3(3=exceptional; 2=above average; 1=acceptable; 0=below average). The three categories reported will be ranked separately.
7. The chair and the vice-chair will collect the data from each committee member for each category. The high and low scores for each applicant will be removed and the remaining scores averaged.
8. The chair and the vice-chair will assign the 15 points and report the results to the administration.
9. The committee must be prepared to hear appeals. Any applicant may appeal his/her results through a written petition addressed to the entire committee.

Merit Pay Application

Satisfactory performance is a prerequisite for consideration of any salary increment subject to the discretion of the principal.

The Burris Laboratory School contract salary plan provides for the following components:

1. 50% of the allotted increment funds are awarded for meritorious service.
2. 50% of the allotted increment funds are awarded for years of service to Burris.

Every applicant submits his/her application to the administrative coordinator by the specified deadline. The secretary will assign a number code to each applicant. This cover page will be removed before the committee deliberates. A computer database will distribute the 15 points among the three categories to maximize your merit points. The computer database assigns points for years of service based on the following chart:

Years of Experience	Points
1-2	1.0
3-5	1.5
6-9	2.0
10-13	2.5
14-17	3.0
18+	4.0

Teachers hired on a waiver (without going through an official University search) are not eligible to apply for merit pay. First year Burris teachers will only be using their fall semester experience on this document. If re-hired through a search, that teacher may count all years at Burris as contract faculty for merit pay.

If a person chooses to apply for merit pay, his/her achievement will be considered in the areas of teaching, professional development, and service. Evidence of professional activities will be submitted for each category. These activities must have been performed during the previous calendar year.

Sample Activities for a Contract Faculty Merit Pay Document

Teaching

- Administrative evaluations
- Peer evaluations
- Student evaluations
- Curriculum development
- Leadership
- Curriculum innovation
- Preparation of instructional media
- Honors and awards

Professional Development

- Workshops/Conferences attended/presented (Be sure to provide evidence of the impact it had on student achievement in your classroom)
- Relevant course work
- Research
- Grant Writing

Service

- Committees
- Student supervision of extra curricular activities
- Consultancies(Be sure to provide evidence of the impact it had on student achievement in your classroom)
- Professional organizations(Be sure to provide evidence of the impact it had on student achievement in your classroom)
- Presentations(Be sure to provide evidence of the impact it had on student achievement in your classroom)

Code Number: _____

**MERIT PAY APPLICATION
CONTRACT FACULTY (2007)**

Name: _____

Years of service at Burriss Laboratory School: _____ (Does not include the present year)

A number code will be assigned to each applicant by the administrative coordinator as the application is received. This cover page will be removed before the committee deliberates. Applicants need to be reminded that the criteria used in judging a person's merit is based upon qualitative performance.

Assign points to each of the categories below to make a total of 15 points.

_____ Teaching (minimum 5, maximum 9)

_____ Scholarly Productivity (minimum 2)

_____ Service (minimum 2)

These numbers will be assigned by the merit pay committee in order to maximize your merit points. You do not need to assign point values yourself.
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Documentation of each item listed should be available upon request. Do not include the documentation with this application. Prior to turning in the application, please complete the following checklist.

I, the applicant, have compiled the following information:

Teaching:

- ___ List of activities
- ___ Date for each activity
- ___ Description of each activity

Professional Development:

- ___ List of activities
- ___ Date for each activity
- ___ Description of each activity

Service:

- ___ List of activities
- ___ Date for each activity
- ___ Description of each activity

I affirm the information contained in this application is as accurate as possible. I further affirm that the application was completed personally. I also understand that any deliberate attempt to misrepresent information or failure to provide documentation (if requested) will eliminate me from consideration for merit monies.

Signature: _____ Date: _____

Teaching

List any relevant activity, the date of the activity, and a description of each activity related to teaching. **Describe** the ways you have demonstrated effectiveness as an instructor and/or administrator. You may include, but are not limited to, demonstration of exemplary teaching techniques and practices, quality evidence of curricular/research collaborations with pre-service teachers that had a direct impact on classroom instruction or student achievement, application of relevant course work/informal research in your classroom and how it had a direct impact on student achievement, curriculum innovation/development, interaction with external professionals/professional groups (evidence of curricular/research collaborations must be demonstrated that had a direct impact on classroom instruction or student achievement), and other characteristics related to exemplary teaching.

Please limit yourself to four (4) pages.

Activity

Date

Code Number: _____

Professional Development

List any relevant activity, the date of the activity, and a description of each activity related to scholarly productivity. **Describe** the ways you have been productive as a scholar. You may include, but are not limited to, participation in grant writing, proposals, publications/exhibitions and/or consultations, and attendance and/or presenting at workshops/conferences (evidence must be provided that had a direct impact on classroom instruction and student achievement.).

Please limit yourself to four (4) pages.

Activity

Date

Code Number: _____

Service

List any relevant activity, the date of the activity, and a description of each activity related to service to Burris, Ball State University, and/or the educational profession. **Describe** activities that were service oriented. You may include, but are not limited to, membership and/or leadership that provides evidence of how this membership had direct impact on classroom instruction and student achievement in professional organizations, contributions to department and university committees, supervision of student extra-curricular activities, participation in school and/or community activities outside of the regular teaching assignment, in-services conducted, and projects.

Please limit yourself to four (4) pages.

Activity

Date