I. Statement of Purpose

The purpose of the salary program for the College of Applied Sciences and Technology is to attract, retain, and reward faculty and other professional personnel who enable the College to realize its mission. The salary program should provide both incentive and reward for achievement.

II. Committee Structure and Responsibilities

A. Structure of CAST Salary Committee

1. Salary subunits within the College of Applied Sciences and Technology

   Department of Family and Consumer Sciences
   Department of Technology
   School of Nursing
   School of Physical Education, Sport, and Exercise Science

2. Committee membership and organization is as follows:

   a. The committee will be composed of four members. The Associate Dean and Dean of the college will serve as ex-officio non-voting representatives on the committee. Members of the committee will be the elected chairpersons of the department salary committees. The chairs of the departments are not eligible to serve on the committee.
   b. A quorum is a simple majority of the voting committee members. In the event of a tie vote, the associate dean will serve as a tie-breaker vote.
   c. Members must be regular full-time tenure-track or tenured faculty and hold a primary assignment within the college
   d. Member pursuing an appeal at the college level must excuse themselves from committee responsibilities.
   e. In the event that an elected committee member is not able to serve on the committee, the department will elect a temporary or permanent replacement.

B. Responsibilities of CAST Salary Committee

1. The primary function of the committee is to hear appeals from individuals who disagree with the decision at the department level.

2. The committee is responsible for all revisions to the college salary document.
3. The committee reviews and approves all department documents to ensure that college and department documents are in agreement with college and university policies and procedures.

III. Salary Increase Dollars

A. The College’s salary increase dollars will be used to provide salary increases for faculty members and professional personnel by uniformly assigning the dollars on a percentage basis to each department’s salary increase fund, calculated on the adjusted salaries of those affected in the subunit. In years when merit funding is available, departments may use all annual reports since the last merit salary increase to generate an individual’s merit score.

   1. To award each promotion recipient an increase, as established by the University.

      a. When the University does not have sufficient salary increase dollars to bestow the monetary award that customarily accompanies a promotion, the promotion will occur in title, but the salary dollars will not be awarded until they become available.

IV. Policies and Procedures for Annual Review of Salary Document

A. Unit salary document shall be developed within each salary unit for salary administration and approved by written ballot by a majority of a quorum of the members of each such unit who are eligible to vote. “Subunits must develop criteria consistent with their unit's criteria. These criteria and processes shall be reviewed and approved annually by the appropriate subunit head (e.g., chairperson, director, coordinator) and unit head (Dean, Vice President, Provost and Vice President for Academic Affairs, President). The President or Provost and Vice President for Academic Affairs and the University Salary and Benefits Committee must approve all criteria and processes for all units. The criteria and processes shall be made known in advance of salary administration implementation. Discretionary awards need not be given to every individual. To be eligible for a salary increment, an individual's performance must be deemed to be satisfactory by the salary subunit. However, a faculty member's failure to receive a "satisfactory progress" recommendation in the tenure review process is not necessarily a determination that his or her performance is unsatisfactory for salary purposes.

Salary units or subunits that do not develop approved criteria and processes may have all merit and discretionary dollars withheld from them.”

V. CHARACTERISTICS OF DEPARTMENT SALARY DOCUMENT

A. General

1. Each department must state in its salary document the percentage or dollar amount of the salary increase dollars to be used for across-the-board increases, merit adjustments, and any other salary adjustment. A minimum of 70% of the total salary increase dollars must be used for merit.

2. The factors to be considered for any salary increase (across-the-board, merit, or any other salary adjustment) will be clearly defined and communicated. Minimum acceptable performances are listed in Appendix A.

3. For personnel decisions regarding salary and/or merit pay, each department must regularly conduct evaluations of teaching which include student ratings.

   a. The student ratings will be conducted in accordance with the Official University Policy for the Evaluation of Teaching and the Procedures to be followed in the Evaluation of Teaching as stated in the Faculty and Professional Personnel Handbook.

   b. Ratings by students shall be conducted each year on a regular schedule as specified by University policy. A rating form adopted by the university to evaluate teaching will be available to students enrolled in classes being taught.

   c. When Examination Services has completed its analysis, access to the data will be available to the department chairperson and the faculty member. The summary sheet must be downloaded and included in the faculty member’s salary materials.

4. In addition to mandatory student ratings, each faculty member’s teaching must be evaluated by at least one of the following methods: peer and/or chair evaluation.

   a. Each department must choose at least one of the above methods to evaluate faculty for personnel decisions.

   b. Each department may decide whether only one, all, or a combination of the above methods will be used to evaluate faculty for personnel decisions.

   c. Each department must devise forms to assist in the review method(s) chosen.

5. Each faculty member and professional personnel will be required to submit an annual report documenting professional accomplishments in order to qualify for a pay raise.

6. In keeping with the university Faculty and Professional Personnel Handbook (FPPH): Policies for Annual Salary Adjustments for Faculty and Professional Personnel, number
4.6: “To be eligible for a salary increment, an individual’s performance must be deemed to be satisfactory by the salary subunit. However, a faculty member’s failure to receive a ‘satisfactory progress’ recommendation in the tenure review process is not necessarily a determination that his or her performance is unsatisfactory for salary purposes.”

7. The salary document must be designed to prevent merit funds from reverting to the across-the-board portion of the increment.

B. Merit Considerations

1. The procedures for evaluating meritorious performance must be clearly defined and outlined.

2. Both single meritorious accomplishments and/or a pattern of continuing meritorious activities may be considered.

3. Each faculty member and professional personnel who is designated to receive a merit award will be evaluated using an open scale of performance, as defined by the department prior to the evaluation period.

C. Notification Procedures

Each faculty member and professional personnel must be informed in writing of his or her recommended evaluation for salary increase dollars. The department chairperson is responsible for informing the faculty member and professional personnel and the recommendation is forwarded to the Dean.

VI. APPEALS

A. A system to appeal a faculty or professional personnel salary increase must be developed by each department and contain the following provisions.

1. Working day is as defined by the FPPH.

B. Department Level

1. The appeal may be made only on level placement;

2. The appeal must be filed in writing by the affected faculty member or professional personnel within five (5) working days of notification of his or her level placement;

3. The department Appeal Committee must hear, act, and respond in writing to the appellant within ten (10) working days of receipt of the appeal;

4. If the appeal fails, the faculty member or professional personnel may, within five (5) working days, file a written appeal in the Office of the Dean, with a copy going to the department chairperson. At the time the appeal is filed, the appellant must submit to the
Office of the Dean a copy of the material originally submitted to the Department Salary Committee for salary review.

C. College Level (See Appendix B, General Guidelines for Salary Appeal, College Level.)

1. The College Appeal Committee is composed of the members of the College Salary Committee, excluding the representative from the appellant’s department (who will serve as a member of the responding party involved in the appeal);

2. Upon receipt of the appeal, the College Appeal Committee has ten (10) working days (unless, for good reason, the Dean extends this time) to schedule a meeting and hear all parties involved in the appeal;

3. Within three (3) working days after the hearing, the Committee’s recommendation concerning the appeal will be presented to the Dean. Simultaneously, written notification of the Committee’s decision will be forwarded to the appellant and the involved department chairperson;

4. Within three (3) working days of receipt of the recommendation from the College Appeal Committee, the Dean, in consultation with the Committee, will render a decision. Written notification will be sent to the appellant and the involved department. This decision is binding on all parties.

Approved by CAST Salary Committee: 4-15-14
Approved by Provost:
APPENDIX A
COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY
Minimum Acceptable Performances (MAP)

Preamble
The purpose of the salary program is to reward faculty who have demonstrated meritorious achievement in one or more of the following areas: teaching, scholarship, and or professional service.

For the purpose of this document, “meritorious service” is defined as individual and/or collaborative faculty accomplishments in the areas of teaching scholarship, and professional service that are above and beyond the minimum duties and responsibilities assigned and as stated in the minimum acceptable performances.

Furthermore, the Faculty and Professional Personnel Handbook states:
“The general purposes of the salary program are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University’s ability to pursue excellence.”

Minimum Acceptable Performance
In keeping with the Faculty and Professional Personnel Handbook: “To be eligible for a salary increment, an individual’s performance must be deemed to be satisfactory by the salary subunit.” Therefore, each faculty member assigned to a department is expected to achieve the following minimum acceptable performances to receive the fixed percent raise and be eligible for merit consideration.

Teaching

1. Meets all classes as scheduled.
2. Submits grades at the conclusion of each term in accordance with University policy.
3. Teaches courses using appropriate content identified in approved program curricula and/or syllabi.
4. Receives a cumulative average student rating as determined by each department for all courses taught during the evaluation period.
5. Provides educational experiences for the class during absences for other professional obligations.
6. Addresses student grievances in a timely and professional manner.
7. Makes themselves available to students for consultation on a regularly scheduled basis; maintains office hours (office door, syllabi or electronically).
8. Administers final exams in accordance with the University policy.
9. Submits digital syllabi each semester for all courses taught as requested.
10. Works cooperatively with the chair to identify replacement faculty when applying for course release (e.g., special assigned leave; course release within external grants, etc.).
11. Submits assessment data to program coordinator and/or chair as requested.
Service (internal)

1. Serves the department, college and university on committees as elected or requested.
2. Submits assigned/requested reports and requests for information in a timely manner (including updating faculty activities in Digital Measures).
3. Attends all departmental, college and university meetings unless excused by the chair.
4. Attends a minimum of one university/college commencement ceremony per year.
5. Consistently demonstrates a professional and collegial behavior in department/college/university activities.
6. Serves the department as a faculty mentor as assigned.

Scholarship

1. Completes activities related to scholarly release time as identified in the current version of the CAST Guidelines for Scholarly Release Time document.
APPENDIX B

COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY

General Guidelines for Salary Appeal
College Level

In addition to the College Salary Committee and the appellant, parties participating in the hearing will be the Department Chairperson and the Department Salary Committee Chair, who together will serve as the responding party. The appellant may select a faculty colleague to assist in the presentation of his/her case. This colleague may be present at the hearing at the discretion of the appellant.

At least five (5) working days prior to the date of the hearing, the appellant must furnish the Dean’s office with one (1) copy of clearly stated grounds upon which the appeal is based.

The parties to an appeal must furnish the Dean’s office with eight (8) copies of the following materials at least three (3) working days prior to the date of the hearing:

1. All documents or support material upon which they intend to rely, except the material originally submitted to the Department Salary Committee for salary review.

2. A list of any witnesses whom they plan to call.

Any material submitted by the appellant must be labeled consecutively as A-1, A-2, A-3, etc. and the pages in each section must be numbered.

Any material submitted by the responding party must be labeled consecutively as R-1, R-2, R-3, etc. and the pages in each section must be numbered.

PROCEDURES FOR THE APPEAL HEARING

1. In order to ensure a high degree of objectively and personal privacy at the appeal hearing, the College Salary Committee will permit the presence of authorized participants and witnesses only. Authorized participants are members of the College Salary Committee, the Department Chairperson, the appellant, and the appellant’s faculty colleague.

2. Copies of all written material to be used in the appeal hearing must be received by the Office of the Dean no later than 5:00 p.m. of the fifth working day proceeding the day of the hearing.

3. The right to challenge the admissibility of documented evidence will be extended to the appellant and the respondent. The burden of proof is on the challenger; the acceptability of the challenge will be determined through questioning of the participants by the college committee.

4. The appellant and faculty colleague (if so desired) will have a maximum of 20 minutes to present. The presentation may not be interrupted. Arguments countering allegations made by the appellant may be presented by the responding party during the rebuttal.
5. At the close of the appellant’s presentation, the committee may direct questions to the appellant, responding party, or witnesses present.

6. The responding party will have a maximum of 20 minutes to present. The presentation may not be interrupted. Arguments countering allegations made by the responding party may be presented by the appellant during the rebuttal.

7. At the close of the responding party’s presentation, the committee may direct questions to the appellant, responding party, or witnesses present.

8. Five (5) minutes will be allowed for rebuttal by the appellant and five (5) minutes for the responding party. The committee may ask questions at the conclusion of each rebuttal.

9. In a final questioning period, members of the College Salary Committee may seek information from any of the participants or witnesses present which would give the committee the satisfactory assurance that departmental decisions have not, from the beginning or at any stage of the process, been a subterfuge for actions against a faculty member which cannot be supported or otherwise documented.

10. The Chair of the College Salary Committee will seek an affirmative statement from the appellant and the respondent as to whether the hearing was conducted fairly.

11. All copies of material distributed to participants, except those prepared by and belonging to them, are to be turned in to the Chair of the College Salary Committee.

12. As soon as possible, but within 3 working days, after the hearing, the Committee’s recommendation concerning the appeal will be presented to the Dean and written notification of the Committee’s decision will be forwarded to the appellant and the involved Department Chair.

13. Within three (3) working days of receipt of the recommendation from the College Salary Appeal Committee, the Dean, in consultation with the Committee, will render a decision and notify the appellant and the involved Department in writing. The decision is binding on all parties.

Approved by CAST Salary Committee – 4/15/15