Appendix F

Annual Report of Scholarship and Salary Plan
English Department Contract Faculty

This document applies to " contract faculty," defined for the purpose of evaluation of annual reports as those members of the English Department faculty who are neither tenure-track faculty nor graduate assistants, who are under academic year contract to teach two, three, or four courses per semester, and who are applying for appointment to the contract faculty during the next academic year.

An academic department is a community of scholars, some employed as professor, some enrolled as students. The defining activity of a scholar is disciplined, systematic learning. Accordingly this document uses the terms “scholarship” and “scholarly” to refer to activities that characterize learning and assistance in learning. A departmental faculty is a gathering of learned and learning individuals whose professional scholarly mission is to advance knowledge and contribute to humane culture, primarily through the ongoing process of educating younger scholars and themselves, but also by contributing to the learning that takes place in the larger intellectual community and society outside the university.

In accord with the Ball State University Statement of Mission and policies for evaluating scholarship, the Department of English here defines its emphases and declares its view of the scholarly responsibilities and activities for contract faculty. In that context it establishes a departmental method by which all contract faculty members clearly communicate their goals, accomplishments, and means for disseminating the results of their scholarly activity. In view of the normal process of change that characterizes the profession, the needs of a department, and the growth of scholars over their careers, English faculty recognize that both traditional and innovative scholarship and formats for dissemination of knowledge are appropriate to individual memebers’ professional activities.

By far the major scholarly responsibility and activity of English Department contract faculty is effective teaching. The English Department views other scholarly activities and accomplishments on the part of contract faculty members, such as research, publication, and service, as valuable contributions in support of teaching and learning.

The purpose of the English Contract Faculty Annual Report of Scholarship Committee is to support the scholarly effectiveness of the contract faculty by (1) conducting an annual review of each member’s scholarly activity (i.e. professional contributions to learning) followed by (2) recommending salary increases that appropriately reward individual scholarship.

This committee is successful when it achieves the maximum, fair monetary reward for each individual, when it encourages scholarly work within the Department, and when it enhances the Department's contribution to fulfilling the University's scholarly mission.

I. **The Annual Report of Scholarship Committee**.

A. Membership and Organization.

1. The Annual Report of Scholarship Committee will be based on a representation of contract faculty teaching areas as well as non-voting members (The Assistant Chair for Operations and the appropriate Program Director and/or Area Committee Chair).
The sub-committees will be:
   a. Contract faculty not teaching in the IEI program, which consists of five voting members elected from among the non-IEI contract faculty who can be considered for merit.
   b. IEI faculty which consists of three voting members, elected from among the IEI contract faculty who can be considered for merit.

2. During the first week of each academic year, the contract faculty will elect the members of the contract faculty who will serve on the next academic year's two Sub-committees. Each Sub-committee will designate two alternates as those who received the most votes beyond the regular committee members. No contract faculty member will be allowed to serve on the Committee more than once every three years.

3. The election will be conducted by the Contract Faculty Steering Committee.

4. Within two weeks after the election, the Chair of the Contract Faculty Steering Committee will convene and conduct the first Committee meeting, which will include the election of a Committee Chairperson and Secretary.

5. A quorum shall consist of all voting members and the Assistant Chair for Operations.

B. General Responsibilities.

1. The Committee will establish and implement with the approval of the contract faculty an Annual Report of Scholarship document which is consistent with Department, College, and University policies.

2. Each autumn semester, the currently elected Committee will review the existing document. Any change will require a majority of the votes cast by contract faculty during that academic year. Approved changes will be implemented beginning in the next academic year.

3. The Committee will evaluate the teaching performance of all contract faculty as "Satisfactory" or "Unsatisfactory."

II. **The Annual Report and Supporting Materials.**

A. Contract faculty must submit their Annual Reports by 4:00 p.m. on the third Friday of February. (In rare instances such as illness or emergency, the Assistant Chair for Operations, with the concurrence of the Committee Chairperson, may make a reasonable extension of the deadline for an individual.) Materials to be considered are activities from the previous calendar year (January 1 - December 31).

B. Format of the Annual Report

1. The Annual Report must be structured in as follows:

   a. Part One is a Review of Teaching Evaluations (limited to 500 words) in which the faculty member characterizes course evaluation responses and may offer any comments that will aid the Committee in its understanding and assessment of his or her teaching effectiveness.

   b. Part Two is a paper copy of a modified Curriculum Vita that reflects this report period only, and a cover letter (limited to 500 words) that highlights achievements. The purpose of the c.v. is to economically present the faculty member's scholarly activities during the report period.

   c. For faculty with administrative or service responsibilities assigned by the department, Part Three is a review of non-teaching duties considered part of the faculty member's contract (limited to 500 words). The purpose is to economically present the faculty member's administrative and/or service activities during the report period.

2. Supporting Materials

   a. Documentation will include (1) course materials for all courses taught, including syllabuses, policy statements, major assignment descriptions as required by the Master Syllabus, and daily schedules: (2) all peer and/or administrative evaluations; and (3) student evaluations from courses other than Writing Program courses but assigned by the English Department. Both written and numerical student evaluations from Writing Program courses are placed in folders by the Writing Program office. Guided by the faculty member's Review of Teaching Evaluations and teaching assignment, committee members will read all peer evaluations and a reasonable selection of student evaluations.

b. One copy of each publication.

c. Faculty members should keep in their own files other materials that support the case made by the Annual Report for satisfactory accomplishment. Such materials include teaching portfolios; letters of award, acknowledgment, acceptance, invitation, appointment, or commendation; outside peer reviews; documentation of progress made on long-term projects. Evidence of referee or other positive peer or professional review normally will be regarded by the Committee as establishing the fact of acceptable quality.

III. Salary Increment.

Every contract faculty member who submits an annual report shall be considered for a Standard Increment. For sub-committee a., every contract faculty member who is awarded a Standard Increment by more than a simple majority vote (5-0 or 4-1) shall be considered for a Merit Increment which is to be decided by a simple majority vote (3-2). For sub-committee b., all considerations will be decided by a simple majority vote.

To be considered for a merit increment, both part-time faculty and full-time faculty must have previously taught at Ball State as contract faculty an equivalent of one full year in current continuous service.

A. Standard Increment.

The purpose of the standard increment is to recognize and reward satisfactory faculty performance. Award of a standard increment requires performance deemed satisfactory in both of the following areas:

1. Fulfillment of departmental citizenship responsibilities, including meeting classes regularly, following distributed syllabuses based on master syllabuses, being available for consultation with students, and treating members of the University community with courtesy and respect.

2. A pattern of satisfactory teaching during the review period.

B. Merit Increment.

The purpose of the merit increment is to recognize and reward a pattern of faculty performance, achievement or contribution that is deemed more than satisfactory**.** Meeting the criteria under III.A. is a prerequisite.

Performance may be deemed meritorious on the basis of excellence in teaching alone, or strong teaching in combination with leadership in course or program innovation or curricular development, securing funding for scholarly (includes

creative) projects (e.g. internal or external grants, fellowships), research or writing that enhances teaching, publication in pertinent and referred professional formats, postgraduate training, rigorous exploration of the use of technology or other new formats or innovations, leadership in execution of scholarly projects, interdisciplinary or community-based projects in which the individual's professional expertise is applied, professional scholarly service to society outside the university, notable and promising scholarly work in progress, notable administrative achievement or committee service, other professional activities including editorships and consultancies, or other scho9larly contributions in service of the department's scholarly mission.

IV. Evaluation Procedures and Salary Computation.

A. Each year the Committee will review Annual Reports and begin deliberations as soon as possible after the submission deadline. Committee members will examine and discuss the materials from all candidates. Committee members will not be present while their Annual Reports are being considered. The Assistant Chair for Operations and the appropriate Program Director and/or Area Committee Chair will contribute any pertinent information that they possess, about each candidate that is not apparent in the candidate's Annual Report.

B. All decisions will be made by simple majority vote. Ballots will be retained by the Assistant Chair for Operations for twelve months or until all appeals are resolved.

C. At the conclusion of all deliberations, the Committee Chairperson will submit the Committee's recommendations, in writing and including vote totals, to the Assistant Chair for Operations and the appropriate Program Director and/or Area Committee Chair.

D. Salary Increment and Computation

1. Seventy-five (75) percent of the total funds available to the Department for contract faculty increases will be distributed equally to all contract faculty judged by the voting Committee members and the Department Chairperson (in consultation with the Director of the Writing Program) to be performing satisfactorily. The increase will be calculated by the Department Chairperson using the following formula: .75 X percentage increase in Department salary base x recipient's previous year salary base.

2. The remaining salary-increased dollars for contract faculty will be distributed as an equal percentage of the base salaries of those contract faculty judge by the voting members of the Committee and the Department Chairperson (in consultation with the Director of the Writing

Program) to be performing meritoriously. The following computation will be used:

Step 1: $\frac{\text{Total available merit pay dollars}}{\text{Total base salaries of meritorious faculty}}$ = percentage to be applied to individual salaries in Step 2

Step 2: Individual base salary **x** percentage from Step 1 = individual's merit pay increase to be added to the individual base salary

3. In a year in which the total money allocated to the Department for salary increases for contract faculty is less than two (2) percent of the current salary base, the Committee will distribute all funds available for raises that year equally to those persons judged to be performing satisfactorily.

E. Within two weeks after Committee deliberations are completed, the Assistant Chair for Operations will inform each person evaluated, by letter, of the Committee's finding of satisfactory or unsatisfactory, and meritorious, performance. The letter will briefly explain the Committee's reasons for finding faculty members unsatisfactory and for finding eligible faculty members satisfactory but not meritorious. In a rare case in which the Assistant Chair for Operations does not concur with the Committee's finding, he or she will so inform the person evaluated, in this same letter, with a copy to the Committee Chairperson and the appropriate Program Director and/or Area Committee Chair.

F. After the Committee has forwarded its report to the Department Chairperson, all Annual Reports will be made available in the Department main office for thirty calendar days for review by members of the Department faculty.

V. **Appeals.**

A. Contract Faculty members may appeal the department's evaluation decisions of Unsatisfactory and Satisfactory but non-Meritorious.

B. Contract Faculty members who choose to appeal the department's evaluation recommendations must do so within 10 working days of the date of the Chair's notification letter.

C. The notification of appeal may be submitted to the Department Chair in a letter or by E-mail.

D. Upon receipt of the appeal, a review meeting will be scheduled for the faculty member with the Department Chair, the Assistant Chair for Operations and the Evaluation Committee Chairperson.

E. The Department Chair will make a final decision no later than 15 working days after receipt of the appeal.

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Changes to document made 12 April 2001
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