

Contract Faculty Salary Document

Department of Technology
College of Applied Sciences and Technology
Ball State University

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Approved by CAST: December 2, 2010

I. Introduction

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

II. Participants

All full time contract faculty assigned to the department may participate in the merit portion of the salary plan.

III. Satisfactory Standards

In keeping with the Faculty and Professional Personnel Personnel Handbook: "No faculty or professional member will receive any salary increment unless his or her performance is deemed to be satisfactory by the salary sub-unit." Therefore, each faculty member assigned to the department is expected to achieve the following to receive the fixed percent raise and be eligible for merit consideration.

- 3.1 Submits an annual report for the specified documentation period that documents his or her professional accomplishments in teaching, scholarly productivity, and professional service. The documentation also includes: instructor evaluations, summary forms from all courses taught, assigned time memorandums of agreement, and assigned time reports. Use current CAST format.
- 3.2 Administers, according to approved guidelines, student evaluations for all courses in the assigned teaching load.
- 3.3 Examination Services will provide two copies of each course evaluation summary form to the chair. One copy will be forwarded to the instructor and the second copy will be retained in the department chairperson's office.
- 3.4 Teaches assigned courses using appropriate content, and/or performs administrative duties as assigned at an acceptable level.
- 3.5 Provides educational experiences for the class during absences for other professional obligations.
- 3.6 Posts office hours at one or more the following locations: office door, syllabus, or electronically and makes him or herself available to students for consultation on a regularly scheduled basis.
- 3.7 Administers final exams according to the university schedule unless excused by the department chair.
- 3.8 Completes department, college, and university reports and other assignments on time.
- 3.9 Attends the majority of department, college, and university faculty meetings.

- 3.10 Serves the department, college, and/or university through individual and committee work as assigned.

IV. Criteria for Merit Considerations

- 4.1 Each faculty member wishing to be considered for merit salary adjustments must meet the approved criteria for satisfactory performance outlined in section III.
- 4.2 Participate in a chair's review of teaching as a result of a classroom visitation.

V. Determination and Distribution of Salary increases

- 5.1 The total amount of funds received for contract salary increases will be distributed as follows: 50 % will be for across the board increases, and 50 % for increases based on meritorious performance.
- 5.2 The Chair of the Department of Technology will make the final salary determination.
- 5.3 Using the documentation and his/her professional judgment, the chair will assess each faculty member. The major emphasis of this process will focus on teaching, since teaching four classes (12 semester hours) is a normal load for full time contract faculty. Accomplishments in the areas of research and scholarly production, professional service, and assigned times will receive additional consideration.
- 5.4 Faculty members will be assigned one of four merit-rating categories:

Level I	Fixed percent raise only.
Level II	Fixed percent raise plus one unit of merit.
Level III	Fixed percent raise plus two units of merit.
Level IV	Fixed percent raise plus three units of merit
- 5.5 When new salary dollars are not available during a specific salary period, meritorious achievement will still be documented and determined as per the guidelines set forth in that year's salary document. When salary dollars become available during a future salary period, salary dollars will be split equally between the current documentation period and previous documentation periods since the last salary dollars were available. The equally split salary dollars will then be used to determine salaries using the predetermined merit values and formulas set forth in the salary document for each identified documentation period.

VI. Documentation

- 6.1 Each faculty member will prepare a document of his or her accomplishments in the areas of teaching/assigned duties, scholarly productivity, and professional service using the current college curriculum vitae format. The documentation period is the spring semester of the previous academic year through the fall semester of the

present academic year. The salary documentation must be submitted by the established deadline.

- 6.2 Each faculty member who has assigned duties will submit an assigned time report not to exceed two pages in length detailing the work completed as outlined in the assigned time memorandum of agreement. Reports should include a detailed description of specific accomplishments identified in the assigned time memorandum of agreement.
- 6.3 Faculty members may be asked to provide additional documentation upon the request of the department chair.

VII. Format for Salary Documentation.

- 7.1 A one-inch three-ring notebook will be used to organize the written report and documentation. Use labeled dividers to identify Appendixes A, B, and C
- 7.2 A hole punched copy of the CAST curriculum vitae is the first entry in the notebook.
- 7.3 The organization of the notebook should be as follows:
 - 7.3.1 Appendix A - Assigned Time Memorandums of Agreement with the Assigned-Time Report will be included in Appendix A.
 - 7.3.2 Appendix B - Instructor Evaluation Instruments.
Instructor evaluation forms and summary sheets for all of classes taught (on regular load) during the salary documentation period. Overload and summer school classes are not included.
 - 7.3.3 Appendix C - Course syllabi

VIII. Reconsideration

- 8.1 Any faculty member may ask for reconsideration of the department chair's decision regarding his or her level of merit.
- 8.2 The faculty member must submit a written request detailing the basis for the reconsideration to the department chair within (5) working days following the receipt of the chair's decision.
- 8.3 The department chair reviews the written documentation, receives written and/or verbal statements from the faculty member detailing the basis for the request for reconsideration and makes a decision regarding the reconsideration within (5) working days of receiving written notification.
- 8.4 The faculty member is notified in writing of the chair's decision regarding reconsideration.