

Salary Document

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

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Table of Contents

Preamble	3
I. Guidelines	3
II. Definitions	6
III. Committee Structure and Responsibilities	7
IV. Review Process for Satisfactory Standards	8
V. Review Process for Meritorious Performance	8
VI. Documentation	10
VII. Determining Salaries	11
VIII. Reconsideration/Appeal	11
APPENDIX A: Assigned-Time Memorandum	13
APPENDIX B: Teaching Evaluation	14
APPENDIX C: Likert Rating Scale	15
APPENDIX D: Procedures for Department Salary Appeal	16

Preamble

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

The program is based on the following principles:

1. Merit pay recognizes the accomplishments of a faculty member during a specific documentation period.
2. Merit is determined after the performance is completed. Works in progress are not considered.
3. Merit is a composite evaluation of a faculty member's performance in the areas of teaching, scholarly productivity, and professional service.
4. Merit is an evaluation of personal performance in terms of the goals for the program, department, college, university, and profession.
5. Merit pay systems generate differentiations in pay based on the professional judgment of the department chair after a review of the documentation and related materials.

I. Guidelines

1. **Participants**
All full time tenure-track or tenured faculty assigned to the department may participate in the merit portion of the salary plan.
2. **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.

Submits a curriculum vitae 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 excluding summer and overload courses, assigned time memorandums of agreement, and assigned time reports.

2.2 Completes any tasks and responsibilities associated with assigned duties as detailed in the "Assigned-Time Memorandum of Agreement" (Appendix A). Assigned-Time Memorandums of Agreement are to identify and describe specific tasks/activities to be accomplished, a timetable for completion, and suggested criteria for assessment. To be eligible for salary review, all Assigned Time Memorandums of Agreement must be submitted by the established date to the department chair.

- 2.3 Meets annually with the department chair to discuss his or her accomplishments and future endeavors related to teaching, scholarly productivity, and professional service.
- 2.4 Submits digital syllabi for all courses taught to the Department Chair.

Minimal Standards / Teaching

- 2.5 Meets Minimal Acceptable Standards as identified in University and College guidelines related to professional instruction.
 - 2.5.1 Examination Services will administer approved course evaluations and provide results through Digital Measures. Reports will be available to each faculty member and to the department and college administrators.
 - 2.5.2 Teaches assigned courses as scheduled using appropriate content, and/or performs administrative duties as assigned at an acceptable level.
 - 2.5.3 Provides educational experiences for the class during absences for other professional obligations.
 - 2.5.4 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.
 - 2.5.5 Administers final exams according to the university schedule unless excused by the department chair.
 - 2.5.6 Submits grades at the conclusion of each term, in accordance with University policy
 - 2.5.7 Addresses student grievances in a professional manner.
 - 2.5.8 Submits digital copies of course outlines each semester for all courses taught.
 - 2.5.9 Submits assessment data to program coordinator and/or chair, as requested.

Minimal Standards / Scholarship

- 2.6 Routinely engages in scholarly pursuits, including the preparation of manuscripts and grant applications, research, and formal presentations to fellow professionals and organizations.

- 2.6.1 Completes activities identified by the department when granted release time for scholarly activities.
- 2.6.2 All assigned time agreements must follow policies outlined in the CAST and university manuals.

Minimal Standards / Service

- 2.7 In accordance with Ball State guidelines, completes tasks and duties in the area of service.
 - 2.7.1 Completes department, college, and university reports and other assignments on time.
 - 2.7.2 Attends the majority of department, college, and university faculty meetings.
 - 2.7.3 Serves the department, college, and/or university through individual and committee work as assigned.
 - 2.7.4 Demonstrates service to her/his profession in a scholarly and collegial manner.

3. Merit Considerations

- 3.1 Each faculty member wishing to be considered for merit salary adjustments must provide evidence of his or her accomplishments following the procedures established by the salary document. The faculty member must meet all the standards listed in Section I above, and should be considered meritorious if they excel in one or more of the following:
 - 3.1.1 Teaches assigned courses and/or performs assigned duties. Accomplishments by faculty as a result of granted assigned time ~~for~~ ~~research~~ will be considered if they exceed identified expectations.
 - 3.1.2 Exhibits scholarly productivity, which may be evidenced in forms including, but not limited to: creative endeavors; research; seeking funds for projects, equipment or activities; preparing manuscripts for publication; preparing and delivering presentations to professionals.
 - 3.1.3 Provides professional service, which may include, but is not limited to: civic or professional leadership; service to university, college, or department; service to local, state, regional, or national/ international professional associations, educational agencies,

community organizations, industrial enterprises, and trade or government associations.

II. Definitions

Appeal refers to the action taken by a faculty member when the outcome of the request for reconsideration to the department chair is the same as the original recommendation.

Assigned Time Memorandum of Agreement is a written contract that is submitted by a faculty member and approved by the department chair that outlines specific responsibilities that will be completed in a given semester in lieu of teaching load. The agreement specifies a description of the responsibilities, a timetable for completion, and a suggested criterion for assessment.

Chair refers to the chair of the Department of Technology.

College refers to the College of Applied Sciences and Technology.

Committee refers to the Department Salary Committee.

Department refers to the Department of Technology.

Documentation period is the spring semester of the previous academic year and the fall semester of the current academic year.

Satisfactory teaching is seen as faculty receiving a satisfactory teaching review from the department chair and no classes where the combined average of scores for all 10 items (on the Instructor Evaluation summary sheets) is below a 2.5 rating.

Tenure-track faculty are those faculty who are currently in the seven-year probationary tenure period.

Tenured faculty are those faculty who have been granted tenure.

Unit of Merit is a value used to determine a faculty member's salary increase based level of merit.

Reconsideration refers to the action initiated by a faculty member to the department chair when there is an adverse decision concerning salary at the department level.

Working days are those days when Ball State University administrative offices are open.

III. Committee Structure and Responsibilities

1. Committee membership and organization is as follows:

- 1.1 The committee will be composed of three members.
 - 1.1.1 One member from each of the areas listed below will be selected: Graphic Arts Management, Teacher Education, and Technology (Industrial Technology Computer Technology, Construction Management, and Manufacturing Engineering Technology).
 - 1.1.2 A quorum is a simple majority of the committee members. The department chair is not eligible to serve on the committee.
 - 1.1.3 Members must be regular full-time tenure-track or tenured faculty. All members must hold a primary assignment within the department.
 - 1.1.4 Members pursuing an appeal at the department level must excuse themselves from committee responsibilities.
 - 1.1.5 All committee terms shall be for a three-year period. No faculty member may serve more than two consecutive three-year terms.
 - 1.1.6 For the purpose of implementing this document, all committee members will be elected no later than the second week of the fall semester, and randomly assigned a one, two, or three year term. Voting is restricted to regular full-time tenure track or tenured faculty in the specific program area.
 - 1.1.7 In the event that an elected member is not able to serve on the committee, the program area will elect a temporary or permanent replacement.
 - 1.1.8 The department chair shall call an organizational meeting of the Committee no later than the third week of the fall semester. During this meeting, the committee will elect a committee chair and secretary. The department chair will promptly forward to the Dean the name of the committee chair and the names of the other committee members.

2. Responsibilities of the Salary Committee

- 2.1 The primary function of the committee is to hear appeals from individuals who disagree with the decision of the department chair.
- 2.2 The committee is responsible for all revisions to the salary document.
- 2.3 The committee is responsible for university, college, and department salary policies and procedures and shall establish and implement

department salary policies and procedures that do not conflict with college and university policies and procedures.

- 2.4 The committee in cooperation with the department chair will present a salary calendar to all full-time tenure track and tenured faculty. The calendar will be a composite of department and college deadlines pertaining to salary, as well as revisions or amendments to salary documents.

IV. Review Process for Satisfactory Standards

1. The department chairperson will review departmental records and the documentation submitted to determine if a faculty member meets the criteria listed in Section I.
2. Faculty members not meeting the requirements will receive a written list of deficiencies and will be counseled by the department chair regarding improvements of his or her performance.
3. A faculty member who does not meet satisfactory standards is not considered for across the board or merit increases.

V. Review Process for Meritorious Performance

1. Meritorious performance is determined by using the following sources of input:
 - 1.1 Curriculum vitae that follows the current college curriculum vitae format.
 - 1.2 Course syllabi for all courses taught during the merit review period.
 - 1.3 Instructor evaluation summary sheets and evaluation forms for all classes taught during the documentation period. Summer and overload classes are not considered.
 - 1.4 Assigned-time memorandums of agreement and assigned-time reports.
2. Meets with the department chair (45 minute maximum) to review their accomplishments in the areas of scholarly productivity and professional service, and to offer input for the annual teaching evaluation.
3. Faculty members who have assigned duties that place them in coordination roles with other faculty members will be evaluated by those faculty members. The department chairperson administers the evaluation instrument (Appendix B).

4. The department chair will review each faculty member's department records, curriculum vitae, and documentation to assign a point value on a Likert scale (see Appendix C) for each of the three areas of teaching, scholarly productivity, and professional service. These areas include:
 - 4.1 Teaching
 - Structuring the course (Syllabi, textbooks, reading materials, etc.)
 - Presenting the course (Teaching materials, assignments, examinations, etc.)
 - Instructor Evaluations conducted by students
 - Assigned duties
 - 4.2 Research, creative endeavors, and scholarly productivity
 - Publications
 - Presentations
 - Grants and research
 - 4.3 Service and professional development
 - Department, college, and university service
 - Professional association service
 - Professional development (Consulting, workshops presented and attended, etc.)

5. The chair will establish a merit rating by:
 - 5.1 Using the documentation and his/her professional judgment to develop a rating for each of the Likert scales.
 - 5.2 Employing an optimization formula which yields an optimal composite score given the following range of Likert scale ratings:
 - 30 to 60% - Teaching
 - 30 to 50% - Research and scholarly productivity, and
 - 10 to 20% - Service
 - 5.3 Using the final rating scores to place each faculty member in one of five categories:
 - Category 0 Does not meet minimal performance guidelines (no raise)
 - Category I Fixed percent raise
 - Category II Fixed percent raise plus one salary unit
 - Category III Fixed percent raise plus two salary units
 - Category IV Fixed percent raise plus three salary units

6. The chair will communicate in writing to each faculty member his/her placement on the Likert scales for each area of performance, and his/her category placement.

VI. Documentation

1. To be considered for a raise, 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, excluding summer teaching and overload courses. The salary documentation must be submitted by the established deadline.
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.
3. Faculty members may be asked to provide additional documentation upon the request of the department chair.
4. Format for salary documentation.
 - 4.1 A one-inch three-ring notebook will be used to organize the written report and documentation. Use labeled dividers to identify Appendixes A, B, & C.
 - 4.2 A hole punched copy of the curriculum vitae is the first entry in the notebook. A second stapled copy, not hole punched, will be placed in the pocket on the inside front cover of the notebook.
 - 4.3 Additional information in the notebook should be organized as follows:
 - 4.3.1 Appendix A - Assigned Time Memorandums of Agreement with the Assigned-Time Report will be included in Appendix A. Sabbaticals and other special assignments will also be included in this section.
 - 4.3.2 Appendix B - Teaching Performance Documentation
Includes any instructor evaluations and the student ratings summary sheets for all of classes taught (on regular load) during the salary documentation period.
 - 4.3.3 Appendix C – Copies of syllabi for all courses taught during the review period.

VII. Determining Salaries

1. Fixed Percent Component

The value of the fixed percent increase for each faculty member will be determined by multiplying the new salary dollars by .30 (30%) then dividing the resulting answer by the salary base for all eligible participants. This fixed percent raise is given all eligible faculty who meet the satisfactory performance level.

$$\text{Fixed Percent} = \frac{\text{New Salary Dollars} \times .30}{\text{Faculty Salary Base}} \times 100$$

The value of the fixed-percent adjustment for each participating faculty member will be obtained by multiplying the salary base of the faculty member by the fixed percentage as calculated above.

2. Merit Component

The value of the merit unit will be determined using the following formula:

$$\text{Merit Unit} = \frac{\text{New Salary Dollars} \times .70}{N_1 + (N_2 \times 2) + (N_3 \times 3)}$$

N_1 = the number of faculty in Merit Level II. etc.

3. The value of merit for each participating faculty member is obtained by multiplying the merit level to which the individual was assigned by the value of the merit unit as calculated above.
4. The total salary adjustment for each faculty member who meets or exceeds the minimum level will be determined by adding the value of the fixed-percent increase to the individual's assigned merit value.

VIII. Reconsideration/Appeal

1. Any faculty member may ask for reconsideration of the department chair's decision regarding his or her satisfactory standards review or level of merit placement.
 - 1.1 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. The faculty member must also forward a copy of the written request for reconsideration to the chair of the salary committee.
 - 1.2 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.

The faculty member and salary committee are notified in writing of the chair's decision regarding reconsideration.

2. If, after the reconsideration by the chair, the faculty member is not satisfied with the decision, then he or she may appeal the decision to the salary committee.
 - 2.1 The appeal is made to the chair of the committee and must be submitted in writing within (5) working days of receiving the chair's negative decision for reconsideration.
 - 2.2 The chair of the committee will schedule an appeal meeting with the appellant, department chair, and committee within (5) working days of receiving written notification from the appellant. (See Appendix C)
 - 2.3 The committee reviews the documentation as well as written and/or oral statements detailing the basis for the appeal. The committee must provide written notification of the committee's decision to the appellant and the department chair within (5) working days of the appeal meeting.
 - 2.4 If, after the appeal to the committee, the faculty member is not satisfied with the response of the committee, then he or she may appeal the decision to the College Appeals Committee within five (5) working days of receiving the committee's decision. (Refer to College of Applied Sciences and Technology for appeal procedures)

APPENDIX A
Department of Technology
ASSIGNED TIME
MEMORANDUM OF AGREEMENT

Name _____ Term _____ Credit Hours of Assigned Time _____

Description of Assigned Time Responsibilities

Timetable for Completion

Suggested Criterion for Assessment

Faculty Member

Date

Department Chairman

Date

APPENDIX B
TEACHING EVALUATION BY DEPARTMENT CHAIRPERSON

NAME _____ ACADEMIC YEAR _____

1. INSTRUCTIONAL MATERIALS

Course syllabus, schedule of activities, assignments, labs, activity sheets, etc.

Low

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 High

Comments:

2. CLASSROOM INSTRUCTION

Follows syllabus/schedule: demonstrates knowledge of subject, maintains positive atmosphere for learning; Communicates effectively; interacts well with students.

Low

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 High

Comments:

3. ASSESSMENT

Weighting of exams and other course assignments is appropriate; exams appear to appropriately assess student's knowledge and/or skills.

Low

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 High

Comments:

4. LABORATORY MANAGEMENT (if applicable)

Laboratory is well-organized for instruction; laboratory is neat, clean and attractive; lab assistant(s) used effectively.

Low

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 High

Comments:

Chairperson Signature: _____ Date: _____

APPENDIX C
LIKERT RATING SCALE

Date _____ Faculty Member _____

Optimized Score

A. Teaching (30-60%) _____

Rating: _____ X Optimal Weight: _____ = _____

High				Low
5	4	3	2	1

Criteria:

1. Structuring the course (syllabi, textbooks, reading materials, etc)
2. Presenting the course (Teaching materials, assignments, exams, etc)
3. Student evaluations

Optimized Score

B. Research and Scholarly Productivity (30-50%) _____

Rating: _____ x Optimal Weight: _____ = _____

High				Low
5	4	3	2	1

Criteria

- Publications
- Presentations
- Grants and research

Optimized Score

C. Service (10-20%) _____

Rating: _____ x Optimal Weight: _____ = _____

High				Low
5	4	3	2	1

Criteria:

1. Department, college, and university service
2. Professional association service
3. Professional development (Consulting, workshops presented and attended, etc.)

Composite Score _____

APPENDIX D
PROCEDURES FOR DEPARTMENT SALARY APPEAL

1. The procedures used in the appeal hearing are formal and are intended to be the means by which the salary committee may obtain the information necessary to form its judgment and assure all parties appropriate due process. Therefore, the procedures do not allow any verbal confrontation between the parties to the appeal. If either the appellant or the department chair wishes to ask a question of the other party, that question must be directed through the committee chair.
2. In order to ensure a high degree of objectivity and personal privacy at the appeal, the Department Salary committee will only permit the presence of authorized participants. Authorized participants are members of the Department Salary Committee, the department chairperson and the appellant.
3. Three copies of all written materials to be used in the appeal must be received by the chair of the department salary committee no later than 5:00 p.m. of the third working day preceding the day of the appeal meeting
4. The appellant will have a maximum of 20 minutes to present. The presentation may not be interrupted.
5. At the close of the appellant's presentation, the committee may direct questions to the appellant.
6. The department chair will have a maximum of 20 minutes to present. The presentation may not be interrupted.
7. At the close of the department chairs presentation, the committee may direct questions to the appellant.
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 ten (15) minute questioning period, members of the department Salary Committee may seek information from any of the participants.
10. As soon as possible after the appeal, the committee will meet to reach a decision for or against the appellant.
11. Written notification of the committee's decision will be forwarded to the appellant and the department chair within five working days of the committee's decision.