

From the Indiana University South Bend **ASSOCIATE FACULTY HANDBOOK (2000)**

Faculty Recognition

Associate Faculty Merit Status*

A promotional category has been established to recognize outstanding contributions of Associate Faculty. The status is awarded to individuals who have made a professional commitment to [Indiana University South Bend] IUSB based on criteria relating to teaching, course development, student consultation, research, publications, performances, university and community service, and attendance at divisional and professional meetings.

The status does not limit or diminish divisional or departmental authority to establish additional policies or continue non-conflicting policies already in effect. Application for this status is optional.

The following provisions apply:

Eligibility:

A person is eligible for Merit Status if the person:

1. is currently employed by IUSB;
2. has taught the equivalent of six (6) years. Two terms (semester or summer session) comprise one year of teaching; and
3. has submitted a dossier for consideration for promotion to Merit Status prepared in accordance with the guidelines below.

Criteria for Selection:

1. The award of Merit Status is based on an evaluation in the areas of:
 - A. teaching, and,
 - B. research and/or creative activity,
 - C. or service to the University or community.
2. Evidence of outstanding performance in one area and satisfactory performance in the second area is required.

Benefits*:

1. Successful applicants will enjoy the following benefits:
 - A. Following the assignment of full-time faculty, Merit Status associate faculty will receive first consideration in assignment of classes in their area of expertise (up to 50% FTE).
 - B. An increase in base salary of 10 percent per course for the term following designation of Merit Status.

Review Procedures and Deadlines:

1. The Associate Faculty Advisory Committee will solicit applicants for Merit Status, review applications, and make recommendations to the Vice Chancellor for Academic Affairs. The decision of the [Executive] Vice Chancellor for Academic Affairs is final.
2. The schedule of events and deadlines is as follows:
 - A. prior to December 1 the associate faculty member contacts the Office of Academic Affairs, [520-4183], to determine eligibility;
 - B. prior to December the candidate prepares a dossier with assistance from the unit chairperson in accordance with recommended format;
 - C. submits a dossier to unit chairperson for final review by January 8;
 - D. unit chairperson sends dossier to Office of Academic Affairs by January 15;
 - E. Associate Faculty Advisory Committee reviews, evaluates, and recommends Merit Status by March 1 to [Executive] Vice Chancellor for Academic Affairs.

Guidelines for Preparation of the Merit Status Dossier

General Information:

It is advisable to keep all information, letters, statements, evaluations, etc., regarding your teaching/research/service experience beginning with the first semester you teach.

Student evaluations of teaching are essential to document teaching ability. For each course, a summary of the evaluations should be included in the dossier.

Retain for inclusion in the dossier course outlines, syllabus, and other teaching aids.

Complete an annual report each year you teach. Forms are available from your unit chairperson or secretary. Request a formal evaluation from your immediate supervisor.

Sample dossiers are available for review in the Office of Academic Affairs [and from UCET –University Center for Excellence in Teaching].

Dossier Format:

The dossier should be about thirty or so pages in length. Items of great length should be included in a supplemental volume. No document should appear in more than one section of the dossier. Where appropriate in later sections, reference may be made to the original entry. Each section in the dossier should be so indicated by using tabbed dividers. Where appropriate the following information should be included in the dossier.

I. Table of Contents

II. Informational Documents

- a. Request for Information Form - available from unit secretary
- b. Resume - include teaching experience

III. Recommendations

- a. Letter from unit administrator
- b. Letters from colleagues - solicited and unsolicited
- c. Other letters of support

IV. Teaching

- a. Courses taught at Indiana University - listed by semester and year.
- b. Student Evaluations of teaching - For each course taught include numerical summaries where course evaluation forms have been utilized and include all unsolicited written student evaluations (may include these in supplemental volume).
- c. Publications and Curriculum Development - Include copies of publications related to teaching, selected copies of developed curricular or educational materials, copies of presentations which

focus on teaching, examples of syllabi, tests, and examinations. If available include copies of reviews or evaluations of published materials. (Materials of great length should be placed in supplemental volume).

d. List of grants received in support of teaching.

V. Research, Scholarship, Creative Activities

a. Include copies of non-teaching related publications, professional presentations and papers, title pages and table of contents of books, and informative descriptions of performances and exhibitions. (Materials of great length should be placed in supplemental volume).

b. List of grants received in support of research, scholarship, or creative activity.

VI. Service

a. University Service - list membership on departmental/divisional/university committees and organizations. Briefly summarize your contribution or role. and Community Service - list membership and offices held, in organizations, boards, and committees. Briefly summarize your activities and contributions.

* Note: Some changes were made in the benefits description from 2000. The wording and description here characterizes the current benefits accurately. With regard to the entire document, some other minor wording changes or corrections were made to update the accuracy of the information in this document (indicated by the use of brackets).

jlm 8 January 2015