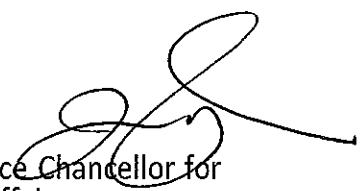


## INDIANA UNIVERSITY SOUTH BEND

### Interdepartmental Communication

TO: Associate Faculty

FROM: Jann Joseph  
Executive Vice Chancellor for  
Academic Affairs



SUBJECT: Merit Status

DATE: January 12, 2015

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### CALL FOR MERIT STATUS APPLICATIONS FROM ASSOCIATE FACULTY

Associate Faculty Merit Status is awarded to individuals who have made a professional commitment to IU South Bend based on criteria relating to teaching, course development, student consultation, research, publications, performance, university and community service, and attendance at divisional and professional meetings.

**ELIGIBILITY:** A person is eligible for Merit Status if the person: 1) is currently employed by IU South Bend; 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. For more detail on the guidelines for preparing the dossier, go to [www.iusb.edu/academic-affairs/committees/Merit\\_Status\\_Guidelines.pdf](http://www.iusb.edu/academic-affairs/committees/Merit_Status_Guidelines.pdf).

**CRITERIA FOR SELECTION:** The award of Merit Status is based on an evaluation in the areas of: 1) teaching, and 2) research and/or creative activity; 3) or service to the university or community.

Evidence of outstanding performance in one area, and satisfactory performance in the second area, is required.

**BENEFITS:** Successful applicants will enjoy the following benefits: 1) After taking into account overall programmatic concerns and needs and following the assignment of full-time faculty, associate faculty who have attained Merit Status will then receive first consideration in assignment of classes in their area of expertise (up to 50% FTE). 2) An increase in base salary of 10 percent per course following attainment of Merit Status.

**REVIEW PROCEDURES AND GUIDELINES:** The Associate Faculty Advisory Committee will review Merit Status applications, and make recommendations to the Executive Vice Chancellor for Academic Affairs.

Applicants should: (1) contact the office of the Executive Vice Chancellor for Academic Affairs (520-4143) if there are any questions concerning eligibility; (2) prepare a dossier with assistance from the unit chairperson in accordance with recommended format; (3) submit the dossier to unit chairperson for final review by January 30, 2015; (4) the unit chairperson will then submit the dossier to the Executive Vice Chancellor for Academic Affairs office by February 6, 2015; and (5) the Associate Faculty Advisory Committee will review, evaluate, and make recommendation to the Executive Vice Chancellor for Academic Affairs by March 2, 2015.