

**Center for Latin American and Caribbean Studies
Indiana University**

Center Personnel and Governance Policies

Last Updated: 25 February 2011

The IU Center for Latin American and Caribbean Studies does not currently house tenure track faculty appointments. Accordingly, all policies in this document refer to non-tenure track academic appointees, unless otherwise noted. At present, the Center employs Lecturers for the instruction of less commonly taught languages, and Academic Specialists for grant administration and/or general center administration. The policies outlined herein refer primarily to those two classes of employees.

Criteria and Procedures for Promotion and Tenure and Related Documents

N/A

Salary-setting Criteria and Procedures

For Lecturers of less commonly taught languages, salary decisions will be made in consultation with the IU College of Arts and Sciences and will respond to unit-wide salary-setting standards for comparable appointments, as well as to stated guidelines and best practices related to any extramural grants that will provide full or partial funding for the position. To the extent that salary-setting discretion can be exercised by the Center, teaching experience and performance will take first and overwhelming priority. Secondary consideration will be given to academic degrees held (Ph.D. versus M.A.) and the applicability of those degree(s) to language instruction. Tertiary consideration will be given to a research program that supplements the incumbent's pedagogical responsibilities and/or permits the instruction of related non-language courses.

For Academic Specialists, salary decisions will be made in consultation with the IU College of Arts and Sciences and will respond to unit-wide salary-setting standards for comparable appointments, as well as to stated guidelines and best practices related to any extramural grants that will provide full or partial funding for the position. To the extent that salary-setting discretion can be exercised by the Center, primary consideration will be given to demonstrated practical and/or technical expertise that prepares the incumbent for his or her specific duties. Secondary consideration will be given to academic degree held (Ph.D. versus M.A.), and the extent to which the degree prepares the incumbent to engage with the academic content of his or her duties. Tertiary consideration will be given to the incumbent's experience and capacity to instruct undergraduate and/or graduate courses as the Center deems desirable.

Teaching Evaluation Policies and Procedures

For Lecturers of less commonly taught languages, the teaching portfolio, consisting of a statement of teaching philosophy, sample syllabi from courses taught, and student and administrator evaluations, shall constitute a core element of the application for hiring purposes. For the purposes of annual evaluation and renewal of Lecturer positions, primary consideration will be given to student evaluations, which the Center requires of all instructors on a semesterly basis. As deemed necessary by the Director, class observations by the Minority Languages Coordinator or another designated faculty evaluator may also form part of the annual review. (See below for a full description of reappointment criteria.)

For Academic Specialists who engage in teaching activities, the consideration given to student evaluations, sample syllabi, and/or faculty class observations will be proportional to the percentage of total effort that the incumbent dedicates to teaching. For hiring purposes, this percentage will be estimated based upon the position description, and for review and reappointment, the percentage will be calculated each year based upon actual teaching activities.

Rights and Regulations for Non-Tenure Track Faculty

I. Reappointment Procedures

For Lecturers of less commonly taught languages, the review and reappointment procedures mandated by the Academic Guide will respond to the following criteria, in descending order of priority:

1. Teaching evaluations, as described above
2. Work completed toward the development of new pedagogical materials
3. Service to Center activities and operations (e.g. committee service, contribution to outreach initiatives)
4. Participation in professional development activities (e.g. conferences, workshops)
5. Academic production (e.g. publications, presentations)

For Academic Specialists, teaching evaluations will be considered for review and reappointment purposes based on the “sliding scale” described above. Otherwise, the review and reappointment procedures mandated by the Academic Guide will respond to the following criteria, in descending order of priority:

1. Supervisor’s evaluation of administrative duties as dictated by position description
2. Participation in professional development activities (e.g. conferences, workshops)
3. Academic production (e.g. publications, presentations)

Rights and Regulations for Non-Tenure Track Faculty, continued

II. Governance Policies

The Center's primary governing body is the Faculty Steering Committee, which the Director convenes from active affiliates in as broad a range of Departments and Units as possible. The Steering Committee is consulted on any major changes in the direction of the Center, including but not limited to revisions of the undergraduate and graduate curricula, definition of major programmatic and grant-seeking priorities, selection of new Center Directors, and any substantive revisions of these policies. Lecturers and Academic Specialists hold full voting rights on the Steering Committee, provided that they do not hold temporary (i.e. Interim or Visiting) appointments.