

Classical Studies  
Salary Policy  
(original policy adopted in 1994)

This procedure attempts to acknowledge meritorious activity considerably beyond ordinary faculty activity (two-course load, etc.) for the purpose of allocating the portion of salary funds set aside for the acknowledgement of merit. It assumes that the more demanding courses within the department are distributed somewhat evenly among the faculty and that the more time-consuming departmental service assignments, such as the graduate and undergraduate advisorships, are compensated or acknowledged otherwise. For the rest, it awards points in a mechanical fashion for especially meritorious activities

Each faculty member shall first receive from the department's allotment the minimum increment established by the BFC for that year; the remaining funds will be distributed to individual faculty members according to the department's merit-point schedule. (modified 3-26-01). If there is no salary pool for faculty in a given year, all merit points awarded in this year will be carried over to the next year in which there is a salary pool and added to the points awarded in that year. (added 9-10-09) No individual shall receive more than 25% of the total number of merit points awarded in one year; points in excess of 25% shall be carried over to the next year, where the same cap applies. (added 4-13-06).

Faculty members shall submit their annual Faculty Summary Report to the department, together with appropriate documentation such as copies of publications and, if they wish, their own tally of points earned according to the chart. The Salary Committee shall review these materials, applying the categories listed below and interpreting them in good faith, and arrive at a sum of points for each faculty member (other than the chairperson, whose salary is set by the dean). Then, dividing the sum of the points achieved by all faculty members during the past calendar year into the total amount of money available for merit distribution during the following academic year, the committee shall determine the monetary value of each point for that year and calculate what the resulting merit increment for each faculty member will be. It shall communicate to the faculty at large the total number of points achieved and the total amount of money available for distribution, and communicate to each faculty member individually the points and funds that it has credited to him/her.

There shall be a two-week remonstrance period during which faculty members can respond to the decisions of the Salary Committee, whose deliberations shall be regarded as tentative until queries have been dealt with and the review period has passed. Accordingly the Committee should meet as early as feasible in order to allow time for a remonstrance period. (modified 11-12-98)

The Salary Committee shall consist of three tenure-track members of the faculty, elected annually by secret ballot tallied at a departmental meeting, and shall conduct its business in the Second Semester. The most senior member of the committee shall convene the committee and act as its chair. (modified 11-12-98). The committee shall allow any interested faculty member access to its materials. In the case of the members of the committee themselves, the submissions of each member shall be evaluated by the other two members of the committee.

Classical Studies  
 Official Salary Tabulation Sheet

Name \_\_\_\_\_

Single-authored article of any length, per page<sup>1</sup> .1 x \_\_\_\_\_ = \_\_\_\_\_  
 (modified 4-12-02)

-----  
 Long, single-authored book-review essay (4 or more pages), or co-authored  
 or edited article of any length, per page<sup>1</sup> [= half the rate of a single-  
 authored article] (modified 4-12-02) .05 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Single-authored book, per page<sup>1</sup> [=half the rate of a single-  
 authored article] (modified 4-12-02); total points .05 x \_\_\_\_\_  
 divided over three years<sup>2</sup> (modified 4-13-06) x 1/3 = \_\_\_\_\_

-----  
 Co-authored or edited book per page<sup>1</sup> [=half the rate of a  
 single-authored book] (modified 4-12-02); total points .025 x \_\_\_\_\_  
 divided over three years<sup>2</sup> (modified 4-13-06). x 1/3 = \_\_\_\_\_

-----  
 Invited or refereed scholarly talk, per topic<sup>3</sup> .5 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Major external fellowship 1.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Major teaching award (campus, univ., or national) 4.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Unpaid course overload<sup>4</sup> 1.0 x \_\_\_\_\_ = \_\_\_\_\_  
 (modified 12-3-98 and 11-14-96)

-----  
 Departmental committee service (one point for effective service)<sup>5</sup> \_\_\_\_\_  
 (added 4-13-06)

-----  
 Demanding committee (campus, university, or  
 national professional)<sup>6</sup> .5 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Journal editorship 1.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Other activity (or activities) of extraordinary  
 merit not listed in this chart<sup>7</sup> 1.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Course development that receives extra-departmental  
 support (upon the first offering of the course) .5 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Course evaluations rating members of the department, limited to top  
 three instructors<sup>8</sup> (modified 11-12-98); cannot be awarded to  
 an instructor in two consecutive years (modified 4-12-02) 1.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
 Directing dissertation (to be awarded in the  
 year of completion of the dissertation) .5 x \_\_\_\_\_ = \_\_\_\_\_

Director of Undergraduate Studies (added 12-3-98) 1.0 x \_\_\_\_\_ = \_\_\_\_\_

-----  
Points carried over from previous year(s) in which there was no salary pool \_\_\_\_\_  
(added 9-10-09)

-----  
Points carried over from previous year (for individuals to whom the  
25% cap was applied in the prior year) (added 4-13-06) \_\_\_\_\_

Total points \_\_\_\_\_

<sup>1</sup>This refers to scholarly publications in the ordinary understanding of the term, not simply to any publications in any outlet.

<sup>2</sup>A three-year window will be used for awarding points to books: the total points awarded a book (i.e. number of pages multiplied by point-value per page) will be divided over three years, and hence 1/3 of the total points will be applied each year.

<sup>3</sup>The intent here is to count a talk on a given topic once only. The reference is to scholarly talks (not service talks) given at professional meetings or on campuses other than IU.

<sup>4</sup>This refers to a regularly scheduled 3-credit course, not to an independent study course and the like, nor to a make-up for an under-enrolled course from a prior semester, nor to a course from which an A.I. has been bumped (e.g., an extra section of L100, L150, L200, or L250). (modified 12-3-98). However, it includes 495 and 803 courses which are offered on the same basis as regularly scheduled courses, i.e., they meet regularly each week and have a clearly defined content and a syllabus, a copy of which is to be provided to the departmental chair. A point credit can only be awarded for such courses with the prior permission of the chair, and no faculty member can receive more than one such point in a year. (modified 11-14-96)

<sup>5</sup>One point will be awarded to each faculty member for Departmental committee service, in recognition of the heavy service load of faculty within our small department. This point will be awarded to each faculty member automatically, except in the case of egregious failure to carry out committee obligations. (added 4-13-06)

<sup>6</sup>This refers to unusually demanding committees such as the College or Dean of Faculties tenure and promotion committees. Others might be the College Policy Committee, the College Budgetary Affairs Committee, and the ACPC. The Salary Committee will exercise its judgment in individual cases.

<sup>7</sup>The idea here is that a faculty member is permitted to make a case to the Committee that one or more other activities were of such merit or were so demanding that they deserve special consideration, and the Salary Committee, weighing the matter, may choose to award up to a maximum of one point per faculty member per year in this category.

<sup>8</sup>The awarding of teaching points is restricted to the three faculty members who achieve the highest average rating in the department's student teaching evaluations in response to the question "How do you rate this professor compared to others at IU?" (modified 11-12-98)

## Addendum

The Department of Classical Studies would support equity adjustments made for any of the reasons listed in the parenthesis of Dean Peterson's memo ("the use of an internal, departmental salary scale; salary scales from cohort groups; alleviation of salary compression for advanced faculty; compensation for achievements not recognized because of inadequate funds"). In particular the Department of Classical Studies would support equity procedures based on comparing faculty members of similar accomplishments with other faculty in comparable departments at IU as well as rectifying differences which have arisen because of misapplication of the stated salary policy of the department through error or prejudice. (added 10-26-95)