

FOLKLORE AND ETHNOMUSICOLOGY DEPARTMENT
MERIT SALARY POLICY

All members of the department's tenured and tenure-track faculty are expected to engage in teaching, research, and service; all non-tenure track lecturers are expected to engage in teaching and service; and all research ranks are expected to engage in research and service. Determination of merit will be based on the degree to which each faculty member displays evidence of performance in all areas of her or his responsibility. Such determinations will involve consideration of quality as well as quantity.

1. Merit recommendations are to be presented to the departmental chair by a three-person Merit Salary Committee. The committee, which is to include at least one folklorist and one ethnomusicologist, will be elected annually from among the faculty.

2. The three spheres of professional activity will be weighted as follows:

Tenured or tenure-track faculty: research 45%, teaching 35%, service 20%

Non-tenure track faculty: teaching 80%, service 20%

Research ranks: 40% own research; 40% dept. research; 20% service.

3. To determine merit, accomplishments in the three categories will be evaluated on a scale of 1 (lowest) to 5 (highest). The overall score for each faculty member is the average of these scores, calculated according to the above weights. For example, tenured and tenure track faculty's final scores will be calculated thus: the research score on the scale of 1-5 will be multiplied by .45; teaching by .35, and service by .20. On the basis of his or her relative score, a faculty member will be assigned to one of following categories: highest, middle, or lowest.

4. The Merit Salary Committee recognizes a variety of delivery formats, in addition to the traditional modes of scholarly publication, that allow faculty to contribute to the advance of knowledge, including creative activity, electronic publications, museum exhibitions and catalogs, ethnographic video and film, Web sites, CD-ROMS, and audio CDs. These are considered research products to the extent that they bring about enhanced understanding of significant topics through fresh and original perspectives. As is true for the traditional modes of publication, these formats are to be evaluated with respect to such factors as the scope of the product, the credibility of the venue, the critical response, and their impact on scholarly discourse.

5. For 2005, the achievements of that year constitute the primary basis on which determinations of merit are made. However, publishing a research-based book from a university press or its equivalent during the past two years will also be taken into account. Such productivity in 2005 receives a score of 5 for research; a book that appeared in 2004 receives 4 points; and a book published in 2003 receives a score of 3. In the case of a book published in the prior two years, additional merit for 2005 will be added for other publication in that year. For 2006, the achievements in all three spheres for that year and for 2005 will be averaged to constitute the primary basis on which determinations of merit are made. For 2007 and thereafter, the department will compute averages for that year and the previous two years in all spheres, as recommended by the College Policy Committee.

6. The materials to be reviewed toward determinations of merit must be solicited by the

department chair in a timely manner, but the responsibility for submitting such documentation for review shall rest with the individual faculty member. They should include the annual faculty report, a current curriculum vitae, and both of the following:

A. Information that can be written on the Faculty Summary Report itself (i.e., number of chapters read for each dissertation, full bibliographical details for publications, number of meetings attended for each committee, number of articles read as referee for any journal, number of letters of reference written, etc.).

B. Summary sheets of comments made by students on course evaluation forms and, preferably, typed by the departmental secretaries, as well as the quantitative distribution reports prepared by Evaluative Studies and Testing or other agencies regarding how students evaluated each course taught in relation to other courses offered at Indiana University.

7. In the sphere of research, merit determinations will take account of a variety of forms of scholarly production and achievement, including research-based print publications, lectures and conference presentations, museum exhibits, media productions (websites, records, films, videotapes), and awards of competitive research grants. Only fully presented works (i.e., writings that have appeared in print or have made available online, lectures and papers that have been delivered, exhibits that have been mounted, media productions that have been issued) are to have a bearing on merit determinations. Evidence of quality may include awards and prizes, favorable reviews, citations in the scholarly literature, publication in refereed journals, and other indicators. As folklore and ethnomusicology are transdisciplinary in scope, evidence of influence in adjacent fields and disciplines will be taken into account.

8. For research ranks, activities in the sphere of departmental research consist of research projects that involve or benefit the department to a greater degree than individual research. These projects may include departmental publications, securing of grant funds, and the generation of research efforts that involve folklore and ethnomusicology students and faculty.

9. The sphere of teaching is considered to include classroom teaching, enrollments, sponsorship of independent study courses, membership on M.A. thesis and Ph.D. dissertation committees, supervision of honors or independent major students, and teaching-related publications. Evidence of additional merit may derive from teaching and course evaluations, teaching awards, responding to the needs of the department in accepting teaching assignments, concrete indications that the faculty member has actively sought to improve his or her teaching, and other relevant information.

10. Three sectors of professional scholarly service are to be considered in evaluations of merit: (a) within the department; (b) within the university; (c) professional activities beyond the university. Within the department, all members of the faculty are expected to serve on departmental committees. Service as a committee chair and scheduling officer are special assignments, and effective performance of these duties shall be considered in the evaluation of merit. At levels beyond the department, selection for a particular service may itself be taken as evident of merit. As the transdisciplinary scope of folklore and ethnomusicology may open avenues of service in other fields or disciplines, determinations of merit will also take such service into account.

11. The Merit Salary Committee does not evaluate the performance of its own members or that of faculty whose salaries are not part of the departmental budget. The departmental chair, in consultation with the director of the other institute, evaluates the members of the Merit Salary

Committee, adds these rankings to those of the other faculty, and submits the final evaluation to the dean of the college. In making this final evaluation, the chair may also take long-term equity into account.

12. A verbal evaluation of the directors of the folklore and ethnomusicology institutes is to be written by the members of the salary committee and communicated directly to the Dean of the College.

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