

## Political and Civic Engagement Program (PACE)

*PACE* is an interdisciplinary 25-credit undergraduate certificate program approved by the Indiana University Board of Trustees in June, 2009. It has no tenure track faculty of its own. The staff consists of a Director, Associate Director, One Support Staff member, and an adjunct instructor who teaches two courses a term.

### Personnel and Governance Policies

- *Salary-setting criteria & procedures:*
  - For biweekly support staff, IU guidelines are followed, directed by College of Arts & Sciences decisions and budgetary allotments.
  - For Associate Director/Academic Specialist position, a review was conducted in January, 2011, in the second year of her appointment, per instructions from the office of the Vice Provost for Faculty & Academic Affairs.
- *Teaching evaluation Policies & Procedures:*
  - A PACE course evaluation form is filled out by students in all PACE classes.
  - For PACE-C 210 & C211, this is a combination of quantitative questions [some of which were taken from the standard course evaluation form] and open-ended questions. Copies of these forms are kept in departmental files for review, while originals are returned to the instructors after final grades are posted.
  - For PACE-C 400 Issues Forum, a feedback questionnaire is filled out by participants at the end of the day.
  - For PACE-C 410 Internship, a final paper includes questions that evaluate the students' experiences with mentoring during the internship.
  - PACE-C 450 Capstone Seminar will include an exit reflection to debrief students completing the program.
  - Ultimately, the PACE program is setting up a system of assessment of its pedagogical methods through Oncourse matrix as a method of collecting evidence of student work to be evaluated according to PACE learning objectives.
- *Policies related to NTT faculty:*
  - For adjunct faculty, salary is set by the College of Arts & Sciences decisions and budgetary allotments.
- *Director Review*
  - The Director will be a tenured member of the Indiana University faculty and will serve for a three year renewable term. He or she will be appointed by Dean of the College. The Director will be subject to an annual review by the Advisory Board or a subcommittee of the Advisory Board, which should include consultations with the Vice Provost for Undergraduate Education, representatives of other schools involved with PACE, and the Provost.