

Faculty and Librarian Annual Reviews ACA-21

LOCATION IN
REVISED
ACA-21

Scope

Each faculty member at the rank of Associate Professor or below and each librarian at the rank of Associate Librarian or below.

→ scope

Policy Statement

Annual Reviews

The professional performance of each faculty member at the rank of Associate Professor or below and each librarian at the rank of Associate Librarian or below shall be reviewed annually under procedures adopted by the faculty within the department, school, program or division or library unit in which the individual holds his or her appointment. At that time the appointee shall also be informed of matters relevant to eligibility for promotion.

→ G B
→ G F

The appointee shall cooperate with the principal administrator to ensure that the file on which such a review is based contains all relevant materials.

In the case of a non-tenured appointee, a written statement summarizing the substance of each annual review should be kept in the file, and a copy given to the appointee. In the case of a tenured appointee, the principal administrator shall confirm in writing, to the appointee, and to the Vice Provost for Faculty and Academic Affairs/ Vice Chancellor for Academic Affairs, that an annual review or evaluative discussion with the appointee has taken place. The appointee has the right to request and receive a written statement from the principal administrator summarizing the substance of the review or discussion; the principal administrator may, at his or her discretion, provide such a written statement even though it is unrequested. If a statement is written, copies must both be placed in the file and be given to the appointee.

} → G F

(University Faculty Council, April 29, 1976; Oct. 9, 1979; April 23, 1991; Board of Trustees, June 20, 1991)

Guiding Principles for Faculty Review

The quality and integrity of academic programs depend upon the performance of individual faculty. Indiana University as an institution and its faculty members have a mutual and reciprocal commitment to ensure the ongoing productivity of individuals throughout their academic careers. Peer review is an essential aspect of continued improvement and faculty development.

} → REASONS FOR POLICY

Each campus shall have:

1. Procedures for annual merit review of faculty performance that comply with Principles Guiding Indiana University Faculty/Librarian Salary Policy. (University Faculty Council, April 25, 1989)
2. Procedures for evaluation of faculty performance on occasion of reappointment, appointment with tenure, and promotion in rank that comply with the provisions on Academic Advancement (standards, procedures, and annual review) in the Academic Handbook.
3. Procedures, adopted by faculty governance, for review, remediation, and sanction (including sanction of dismissal) of faculty conduct that violates the rules of the University or fails to meet generally understood and accepted standards of professional conduct.

} → G A

} → MERGED INTO
ACA-22 REAPPT.
ACA-37 TENURE

The procedures for review, remediation, and sanction of faculty conduct shall:

- A. Preserve academic freedom.
- B. Protect due process.
- C. Recognize situational differences of diverse faculty.
- D. Establish professional development as a goal.
- E. Define a mechanism for initiating the in-depth review process.
- F. Rely upon peer review at all steps in the process.
- G. Incorporate existing faculty review mechanisms.
- H. Include the concept of intermediate sanctions prior to dismissal proceedings.
 1. Establish dismissal process consequent to misconduct or incompetence.
- J. Specify outcome criteria for assessment of the effectiveness of the policy at the time of implementation of the policy.

} → AS RELEVANT
TO REVIEWS,
G C

(University Faculty Council, February 9, 1999)

Annual Reports for Faculty and Librarians ACA-25



Scope

All Indiana University faculty and librarians.

→ scope

Policy Statement

All faculty members and librarians at Indiana University are required to report annually on their professional activities and accomplishments during the preceding year. Such reports shall cover activities and accomplishments in the areas of instructional activity, scholarship and creative work, and University and public service. Reports need not be limited to these areas, however, and additional information and comment are often sought or volunteered.

} → GI D

It is the responsibility of the Chancellors/Provost to devise the format, routing, and timing of these Annual Reports. If it is especially desired that a report, or some aspect of a report, reach an officer of the campus or of the central University administration, this fact and the officer in question should be prominently indicated on the report or on the relevant section thereof.

} → GI DZ as modified in DI

(Administrative Practice)

Retention Incentive Pay for Academic Appointees ACA-44

Policy Statement

Indiana University offers departments the opportunity to retain productive Academic employees who would otherwise terminate and begin receiving 18/20 Plan payments through a retention Incentive pay program. Department-designated individuals who are potential 18/20 Plan recipients are eligible to receive the following Retention Incentive Pay allocations/payments:

- At age 64, a \$5,000 allocation for research and professional development
- From age 65 to 70, a 20% base salary supplemental payment.

Retention Incentive Pay is neither automatic nor an employee entitlement. Deans, Chairs, or Directors submit requests for the incentive to their respective Chancellors or Vice Presidents for consideration. Questions regarding these provisions should be directed to University Human Resource Services.

} → GI H-7

Faculty and Librarian Salary ACA-28

Policy Statement

1. Salary policies for all faculty/librarians including part-time administrators should be determined by responsible administrators with the participation of appropriate elected faculty/librarian bodies or committees appointed by those elected faculty/librarian bodies.
2. Elected faculty/librarian bodies and administrators may exercise flexibility in responding to local circumstances. At all levels, allocations of resources to salaries should balance two principles:
 - a. Rewarding comparable performance, distinction, and experience with comparable salary and
 - b. Providing the support necessary to achieve the missions of the university.
3. Factors affecting the allocation of resources to salaries are:
 - a. Merit and
 - b. Adjustments for salary minima (where they exist), remedial equity, inflation, recruitment, and retention. Merit has primacy among these.
4. Salary resources may be used to remedy inequities resulting from:
 - a. Changing market conditions
 - b. Inappropriate merit judgments
 - c. Inadequate funding and
 - d. Discrimination.
5. Salary decisions should avoid inappropriate widening of the disparities between low and high salaries, especially those resulting from the use of percentage increments. Salary increments may be made in either percentages or fixed-dollar amounts.
6. Salary minima (where they exist) should increase in step with the percentage increases in salary resources distributed by the campus as a whole.
7. Salary policies at every level should be written and available for inspection and other appropriate uses. A unit's responsible administrator shall report annually on salary policy implementation to the faculty/librarians in the unit.
8. A part-time administrator's performance as a faculty member/librarian shall be judged by the review process applicable to faculty/librarians, and performance as an administrator shall be judged by the review process applicable to administrators. If the part-time administrator receives an administrative salary supplement, the supplement leaves the salary base when the administrator resumes full-time faculty/librarian status.

} → G1 H
 } → G1 H-2
 } → G1 H-3
 } → G1 H-4
 } → G1 H-8
 } → G1 H-5
 } → G1 H-6

(University Faculty Council, April 25, 1989)

Those appointed for an academic year are paid on the basis of ten equal payroll checks (five for each semester). It is sometimes necessary to prorate pay because of resignation, termination, illness, or death. The calculation will be based on the number of calendar days falling within a semester. The relevant item is the ratio of calendar days prior to the cessation of work to the total in the semester.

(Administrative Practice)

Dates of Academic Appointments

This policy is followed for determination of the precise span of time during which the mutual obligations of an employer/employee relationship exist for the purpose of proration of pay, when such proration is necessary, and for fringe benefit entitlements.

Appointments for the academic year and for the first semester begin seven days prior to the first day of classes on each campus. Appointments for the second semester begin seven days before the first day of classes at the campus but never earlier than January 1. Appointments for the first semester terminate on December 31. Appointments for the academic year terminate on the day of commencement for the campus. Appointments for various summer sessions begin on the first day of classes and terminate on the last day on which final grades are due on each campus.

(Administrative Practice)

Reason For Policy

In recognition of differing salary conditions in various units of the University and differing conditions within units from year to year, this salary policy contains principles to guide decision-making in any unit of the university which allocates resources to faculty/librarian salaries. These principles are intended to foster flexibility, openness, fairness, and faculty/librarian participation in the formulation and monitoring of unit salary policies. These principles assume that those closest to the situation usually can make the most informed and fair salary decisions through the process of peer interview. Each campus may adopt its own salary policy in accordance with these principles, and each unit may adopt written guidelines for implementing these principles. These policies and guidelines shall be subject to periodic review.

} Deleted,
 TO BE
 Transferred
 to ACA-33
 Code of
 Academic
 Ethics

} G1 H-5,
 REASONS FOR
 POLICY