SALARY SETTING PROCEDURES IN THE DEPARTMENT OF HISTORY

1. The Executive Committee shall advise the Chair on setting salaries. Determination of salaries for part-time faculty should reflect the broad criteria deployed for full-time faculty.

2. Each year, the Executive Committee shall recommend to the Chair a division of the money available for salary increases into two distinct categories: cost of living and merit. Funds shall be allocated to cost of living increases based on the annual recommendation of the Budgetary Affairs Committee of the Bloomington Faculty Council.

3. Established History Department criteria for evaluating research, teaching, and service should be used to assess merit.

4. In evaluating merit awards the Executive Committee should draw upon faculty annual reports that are supported by documentation and complete *curriculum vitae*. Each annual report should be supplemented by a narrative providing a general perspective on the primary accomplishments of the preceding year.

5. Merit awards should reflect the faculty member's accomplishments over a broad five-year interval.

6. The Executive Committee shall provide the Chair with a ranking of each faculty member on a scale from 1 to 5, with 5 as the highest. The ranking should consider activities in research, teaching and service weighted by the ratios of 3 (research): 2 (teaching): 1 (service). Merit awards will normally be proportional to these rankings.

7. The Executive Committee shall also provide the Chair with a list of faculty members who deserve equity adjustments for salaries that are not consistent with their accomplishments. The Chair shall petition the College for assistance in these cases and inform the Executive Committee when other remedies should be considered.

8. The Chair shall have the final responsibility of making salary recommendations to the Dean, who makes the final determination. Salaries of Executive Committee members shall be set by the Chair. The Executive Committee shall make a recommendation to the Dean regarding the salary of the Chair.

9. The History Department will review its salary setting procedures at regular intervals of no more than five years.

Approved by department, 4-10-02.