

INDIANA UNIVERSITY BLOOMINGTON

Annual Merit Evaluation Policy

(By Action of the Bloomington Faculty Council: March 24, 1998)

This policy shall be printed in the *Academic Handbook* as a separate document. In addition it shall be attached as an appendix to the Bloomington Campus Salary Policy. That policy shall be amended with a parenthetical phrase after the title "Merit" under I.A.:

I.A. Merit:

(See appendix for Annual Merit Evaluation Policy.)

1. Each faculty member must submit an Annual Report in accord with the language of the *Academic Handbook*. (See Note 1.)

2. Each academic unit shall have written procedures, adopted by the faculty, for conducting a merit evaluation of each faculty member on an annual basis. Copies of these procedures shall be provided to all faculty within the unit, to the school dean, and to the Dean of the Faculties. It is essential that principles of academic freedom be scrupulously observed in all merit review procedures. (See Note 2.)

3. The merit evaluation shall focus on the traditional areas of faculty responsibility (teaching, research / creative activity, and service), as well as standards of professional conduct appropriate to the faculty member, including the fundamental faculty responsibilities set out in the Code of Academic Ethics.

4. The result of the merit evaluation for a faculty member shall be given, by the unit head, to that individual in writing at the end of the evaluation process. The normal grievance procedures shall be available to a faculty member if he or she is dissatisfied with the result of the evaluation. (See Note 3.)

Note 1. While it is true that the *Academic Handbook* currently contains such a requirement, it is based on administrative practice, not faculty action.

Note 2. The salary policy requires annual merit evaluation of each faculty member. Section I.A. of this policy states "Units will establish a system for evaluating merit in terms of a graded series of levels of achievement." This paragraph indicates that the system should be in written form and should be approved by the faculty of the unit.

Note 3. In Section III.B.1. of the IUB salary policy, the responsible administrator is required to "provide each faculty / librarian a copy of any written comments or data on

which determinations of salary are based." Section II.C. says that "Allocations of resources to faculty / librarian salaries shall be justified ... to the faculty / librarian directly affected by reference to the factors specified in Part I of this policy." Since merit is one of the factors specified, this paragraph is meant to clarify the intent of the salary policy with respect to justification.