

Signature Page


Non-Tenure Line Faculty Renewal and Merit Pay Document

Department of Theatre and Dance


The undersigned approve of the updates to the Department of Theatre and Dance Non-Tenure Line Faculty Renewal and Merit Pay Document




Member, Non-Tenure Line Faculty Salary and Merit Committee Elizabeth Truitt 2/10/25
Print Name Date




Chair, Department of Theatre and Dance William Jenkins 4/25/25
Print Name Date



Dean, College of Fine Arts Seth Beckman 4/25/25
Print Name Date



[type name below signature] Sungwon Chung 4/25/2025
Chair, Faculty Salary & Benefits Committee Print Name Date



Provost Anand R. Marri 5/15/25
Print Name Date

Approved with changes by DOTD Non-Tenure Line Full-Time Faculty, 2/10/2025
Approved with changes by DOTD Non-Tenure Line Full-Time Faculty, 11/9/2023
Approved with changes by DOTD Non-Tenure Line Full-Time Faculty, 11/29/21
Approved with changes by DOTD Non-Tenure Line Full-Time Faculty, 2/26/21
Approved by DOTD Non-Tenure Line Full-Time Faculty, 1/27/16

Department of Theatre and Dance
Non-Tenure Line Full-Time Faculty
Salary and Merit Document for 2025-2026

Department of Theatre and Dance

Non-Tenure Line Faculty Renewal and Merit Pay

I. Purpose and Eligibility

This document establishes the Department of Theatre and Dance policies and procedures for the annual determination of contract renewal and merit pay salary increments for Non-Tenure Line faculty.

Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State, in the areas of teaching, scholarship and service. The evidence must demonstrate a record of continuous activity in all areas under review.

Regular full-time Non-Tenure Line faculty with appointments in the Department of Theatre and Dance are covered by this document.

In the case of positions that are shared between multiple academic units based on the needs of the College, faculty will be eligible for a merit raise percentage from each unit. Faculty should submit their document to both unit committees where they will be evaluated for their work in each. The merit raise will be determined by combining 50% from each unit.

All evaluations of materials provided by the candidate for purposes of determining contract renewal and/or merit pay are due by 11:59pm on the agreed upon date set by the Salary and Merit Committee. Notification of recommendation for contract renewal and merit points earned will be provided to the candidate on or before May 1st.

The period of evaluation is the calendar year from January 1 to December 31.

All letters and documents, satisfactory or unsatisfactory will be placed in the faculty's personnel file upon completion of the review process.

The members of the Non-Tenure-Line Salary Committee shall review and refine salary policies and procedures annually. Changes in policies and procedures will require a simple majority vote of all non-tenure-line faculty members of the Department of Theatre and Dance and upon approval will go into effect the following evaluation period.

II. Renewal Evaluation

- A. All Non-Tenure Line faculty must submit an annual report via the electronic system utilized by the university at the time and following the policies and procedures indicated within that system. This report must include ALL student teaching evaluations, all syllabi and one peer review. Any support materials that the submitting faculty member chooses to provide may be included as well.
- B. The cost-of-living salary increase component will be considered only for faculty members who have submitted an annual report, teaching evaluations, syllabi and one peer review.
- C. As the institution makes continuous adjustments to policy regarding the length of Non-Tenure Line faculty contracts, the Department of Theatre and Dance will also make adjustments accordingly.

III. Salary Increases and Merit

- A. Cost of Living Salary Increase: For the purposes of this document "Cost of Living" is meant to pertain to the thirty (30) percent of the total annually apportioned monies that are distributed to the DoTD from the university for the purposes of salary increases. These monies will be distributed across the board to all faculty members who submit the Annual Report, fifty (50) percent of student evaluations, one peer review and meets minimum expectations as documented below in Section D.
- B. Merit Salary Increase: For the purposes of this document "Merit" pertains to the seventy (70) percent of the total annually apportioned monies that are distributed to the DoTD from the university for the purposes of merit-based salary increases and is awarded based on dollar amounts with no consideration to salary or percentage of salary. Only faculty who have completed and submitted the required

documents/reports are eligible for a merit salary increase. Failure to meet Minimums will remove eligibility to receive a merit pay increase.

- C. Definition of Merit: Merit is defined as going beyond mere satisfactory performance of the basic obligations, and is attributed to a person who exceeds the norm through praiseworthy qualities and achievements. Merit increments will be awarded for excellence in teaching, accomplishments in creative and scholarly work, and service over and above basic service assignments. Meritorious activity is weighted based on the following starting percentage breakdown: 60% allotted to teaching, 20% allotted to creative/scholarly work, and 20% to service. A faculty member may request an adjustment in the allotment of teaching as high as 80% but no lower than 50%. Creative/scholarly work and service, if one area is more distinctive than another can be readjusted but neither area allotment may be less than 10%.

D. Assessment of Merit: Excellence in teaching, scholarly/creative endeavors, and professional service are fundamental for receiving merit pay.

1. Teaching Evaluation:

Meets Minimum Criteria:

- Teaching a full 12-hour credit load each semester (allowing for load averaging under CFA policy)
- Attending Juries and Exit Interviews for BFAs (if applicable)
- Have student/peer evaluations that reflect success in teaching
- Have one peer evaluation per calendar year
- Available for office hours
- Timely submission of Final grades
- Submission of a midterm grade for all students enrolled in courses utilizing Ball State University's student success platform
- Timely publication and submission of syllabi that are in compliance with university, college, unit, and accreditation requirements (by the Friday of the second week of class activity, in a manner dictated by the unit and shared with the college)

Faculty members may receive merit pay increment for teaching endeavors based on an evaluation of their accomplishments in this area. The following activities represent, but are not limited to, indicators of excellence in teaching:

- Individual student accomplishments based on coaching, mentoring, advising for professional opportunities, summer work, graduate school auditions.
- Coaching for departmental auditions, showcase auditions, particularly through the summer months
- Facilitate additional out of class performances for in-class work (ie Short Films, New Works Festival, trips to sing at retirement communities, etc...)
- Redevelopment of courses taught

- Mentoring students or aiding in student internship placement beyond loaded hours
- Advising students in projects
- Participation in events outside the department (ACDA, ACTF, SETC, USITT, showcases, other) if it is not reflected in your load.
- Teaching an Independent Study
- Serving as a doctoral secondary advisor, serve on a graduate panel/orals committee
- Curriculum development (Creation of new courses approved by the University, writing/rewriting syllabi and course objectives)

Documentation of meritorious activity submitted in the Annual Report may be requested by the review committee.

2. Scholarly/Creative Endeavors: Since the primary focus of Non-Tenure Line faculty is teaching, and there is limited funding support and currently no support in the way of creative/scholarly release, there are no minimum standards for scholarly/creative endeavors. Faculty members may receive merit pay increment for scholarly/creative endeavors based on an evaluation of their accomplishments in this area, which should include at least 1 entry. The following activities represent, but are not limited to, indicators of excellence in scholarly/creative endeavors:

- Concerts/performance engagements/recordings/film
- Compositions/arrangements/directing/coaching/choreography/music direction/design, management
- Publications
- Honors and awards
- Self-development activities
- Leadership in professional organizations
- Presentations
- Master classes/workshops/clinics/adjudication
- Guest lectures

Documentation of meritorious activity submitted in the Annual Report may be requested by the review committee.

3. Service: Faculty members may receive merit pay increment for service based on an evaluation of their accomplishments in this area beyond the minimum criteria.

Meets Minimum Criteria:

- Attending 1 new student audition
- Attending and participating in full departmental faculty and option meetings
- Participating in 1 department level committee
- Faculty Retreats (2 times per year)

- Evaluate faculty and provide constructive feedback
- Attend 1 Commencement 'each department will develop a plan to ensure that each faculty member will participate in at least one of the three University Commencement ceremonies each academic year' FPPH citation, Section 130.1

The following activities represent, but are not limited to, indicators of excellence in service (more weight will be given to committee involvement or work that occurs during the summer months, service at the University or College Level, service as chair of committee):

- Attending more than the required 1 new student auditions
- Serving on more than 1 department committee
- Chair/co-chair or Secretary of a committee
- Committee involvement/Leadership at the University and/or the College Level
- Search Committee Member/Chair
- Participating in any task force committee
- Recruitment Trips
- Meeting with prospective students
- TA Mentorship
- Serving as a mentor/faculty rep for any on-campus student group (Reflex, Green Theatre, etc...)
- Training Courses on Title IX, Diversity, Mental Health, etc...
- Attending events such as Alumni weekend, Scholarship Award Banquet, Christmas Banquet, Fall party, Senior Banquet, Fall Convocation, Freshman Convocation
- Bringing guest artists to campus, providing professional connections for students and the department

IV. General Salary Adjustment Procedure

- A. A Non-Tenure Line Faculty Merit Advisory Committee will be formed to review Salary and Merit materials submitted by all Non-Tenure Line faculty. This committee will consist of 5 Non-Tenure Line faculty members from the Department of Theatre and Dance who will each serve a two-year term on a rotating basis with a Departmental election at the end of each school year with service to the committee beginning in the fall of that year. The committee will consist of one faculty member from dance, one faculty member from musical theatre, one faculty member from acting, one faculty member from directing/design tech/theatre history/theatre creations and one additional member from any area. As the makeup and number of faculty in any given option changes, the makeup of this committee shall also be adapted.

The committee will discuss each candidate's application, and will fill out a response sheet based on the rubric below.

These results will create a ranked order that will then go to the DoTD chair. Merit will be distributed based on these rankings:

1. 30% Cost of living Adjustment
2. 40% Merit according to minimums met
3. 30% Merit according to meritorious activities for all who are eligible (those whose score exceeds 100 per the rubric below- Appendix A)

V. Right to Reconsideration and Appeal

- A. Faculty having concerns regarding their merit status may request a consultation with the Department Chair to review their merit application and receive suggestions for maintaining or improving their merit status for the future.
- B. A copy of the committee's recommendation will be provided upon written request to the Department Chair by a faculty member.
- C. Reconsideration requests must be submitted in writing to the Chair within ten university business days of notification of that year's salary/merit decision. The reconsideration request must include a statement identifying the basis for the reconsideration as per D below.
- D. Within ten university business days following receipt of the reconsideration, the Chair will provide a written response. This response is provided to the faculty member.
- E. Reconsiderations may be made on either one or both of two bases:
 1. Procedural violations, which allege that during evaluation of an applicant's materials there were specific infractions of the procedures set forth in the Faculty and Professional Personnel Handbook and/or other relevant and approved sub-unit or college documents;
 2. Substantive violations, which allege that during the evaluation of an applicant's materials there were specific elements of documentation that were ignored or misinterpreted, or that there were specific elements considered as a basis for the decision which are constitutionally or statutorily prohibited.

No other basis for reconsiderations is admissible; requests made on other bases will be dismissed by the Department Chair (in consultation with the Dean) as invalid and no reconsideration meeting will be held.

APPENDIX A

Merit-Based Pay Raise Rubric

*To be considered for a merit-based raise, a faculty member must first attend at least one graduation per school year, turn in all grades on or before their due date, and be in good standing with their department head. Notate your choice of Percentages/Points for each category below, they may remain at 60/20/20 or be readjusted per III.C above.

	OUTSTANDING	MEETS MINIMUM REQUIREMENTS	BELOW MINIMUM REQUIREMENTS
TEACHING: %	30 Points for Each Area	20 Points for Each Area	0 Points for Each Area
• Student Evals	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Below Expectations <input type="checkbox"/>
• Peer Evals	Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Below Expectations <input type="checkbox"/>
• Additional Considerations	Created a course, mentored a number of students, won outside awards, etc. <input type="checkbox"/>	Taught a normal 24 credit load for the year, maintained office hours, and attended auditions <input type="checkbox"/>	Did not meet minimum requirements for consideration <input type="checkbox"/>
CREATIVE: %	30 Points	20 Points	0 Points
	High number of contributions, possibly including national and international ones <input type="checkbox"/>	1 Minimum creative contribution at the international, national, regional or local level <input type="checkbox"/>	0 creative contributions <input type="checkbox"/>
SERVICE: %	30 points	20 points	0 points

	More than 1 committee assignment, with high priority placed on university and college level committees, as well as above average contributions to the university as a whole and to professional service in one's field	Meets Minimums as indicated above in section III.D.3.	No committee participation
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Total Points:

APPENDIX B

Ball State University College of Fine Arts
Department of Theatre and Dance

Peer Evaluation Portfolio: Overview and Scheduling

The Peer Teaching Evaluation within the Department of Theatre and Dance will consist of one Summative Evaluation, an in-depth, documented response to teaching. The result of the process will be a Peer Evaluation Portfolio, which will be included in the documentation that each faculty member turns in for both Promotion/Titles and Salary/Merit.

For the purposes of this system, all full-time non-tenure line faculty members in the first seven years of their employment at Ball State will subsequently be referred to as “junior faculty.” All full-time non-tenure line faculty with more than seven years of employment with Ball State will be referred to as “senior faculty.”

The Summative Evaluation is required on the following schedule:

- Full Time Non-Tenure Line Faculty members in their first year of full-time teaching at Ball State: Fall and Spring
- Senior Faculty: Fall
- Junior Faculty: Spring

Summative Evaluation

Summative Evaluation shall be required according to the following guidelines:

1. Employment Status
 - a. All full-time faculty members will be required to undergo Summative Evaluation

2. Course to be Evaluated

- a. The faculty member and the evaluators shall mutually agree upon the course to be evaluated
- b. Exception: The department chair may require a specific course for evaluation under any of the following conditions:
 - i. The course has seen a precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
 - iii. The course is central to a faculty member's teaching load (regardless of quality of teaching evaluations)

3. Evaluators

- a. The Summative Evaluation Committee for each faculty member shall consist of
 - An evaluator, chosen by the faculty member after load reports are released in the preceding semester.
 - A second Evaluator chosen by the Department Chair, based on scheduling availability and an interdisciplinary approach to evaluation. If the faculty's chosen evaluator is within their option, then the second evaluator will be outside of the option, and vice versa. With some smaller options, it is possible that both evaluators will be from outside the option. The second Evaluator may also be the Department Chair or Associate Chair.
 - One of the two members of the Summative Evaluation Committee must be a Senior Faculty member.

4. Process

- a. The faculty member and Evaluation Committee will agree on the specific time and date of the Summative Evaluation. However, in the case of problematic evaluations as listed above, the Summative Evaluation can be unannounced within a range of six possible dates proposed by the faculty member.
- b. At least one week prior to the evaluation, the faculty member shall submit to the Evaluation Committee the completed Course Alignment Document form (see below for form)
- c. For Junior Faculty, the Summative Evaluation must be a classroom observation, and can also include discussion of a particular course assignment, syllabus evaluation, or other specific pedagogical discussion as relevant. If a Junior Faculty member wishes to have a non-traditional teaching assignment evaluated (online course, production- related assignment, etc.), they can request that option to the Summative Evaluation Committee and the Department Chair.

- d. For Senior Faculty, a Summative Evaluation may be any of the following: a classroom observation, a discussion of a particular course assignment, syllabus evaluation, or other specific pedagogical discussion as relevant. Classroom observation is required for Senior Faculty in the following cases as determined by the Department Chair:
 - i. The course has seen precipitous drop in student evaluations
 - ii. The course has had historically problematic student evaluations under the instructor
- e. If a Faculty Member wishes to complete evaluation in a semester outside their regularly scheduled semester, they must submit that request to the Department Chair in the preceding semester.

5. Outcomes

- a. Following the Summative Evaluation Observation, the Summative Evaluation Committee may choose to meet in person with the faculty member to discuss the experience and share observations. The faculty member may also request this meeting. This meeting is optional.
- b. The Summative Evaluation Committee will then meet separately to discuss the evaluation, after which they will co-author the Summative Peer Evaluation Form (see below).
- c. The faculty member will receive a final, signed copy of the Summative Peer Evaluation Form for their consideration. When the evaluation is completed and signed, it will be submitted to the chairperson of the Department of Theatre and Dance for insertion into the instructor's personnel file as part of their Peer Evaluation Portfolio (see below).
- d. The faculty member will also have the opportunity to author a response to the Summative Peer Evaluation of no more than one page. This response may be a defense of their teaching, a plan for future improvements, or any other response to or clarification of the Summative Peer Evaluation.
- e. The entire process above will generate the Faculty Member's Peer Evaluation Portfolio, to be submitted along with a request for Promotion / Title Change / Multi- Year Contract, and consisting of the following documents:
 - i. Course Alignment Document
 - ii. Any additional course materials as relevant to the Summative Evaluation

- iii. Signed, Co-Authored Summative Peer Evaluation Form
- iv. Optional Faculty Response to Summative Review

Department of Theatre and Dance Peer Teaching Evaluation Course Alignment Form

Instructor Name:

Course Being Evaluated:

Semester and Year:

Date of Evaluation:

Teaching Evaluation Committee Members:

Note: When completed, this form should not exceed one page in length.

1. Copy and Paste the Course Objectives from the syllabus

2. Briefly describe your overall pedagogical approach to the course and how that approach achieves the course objectives.

3. Briefly describe the way in which the specific class to be observed or teaching activity to be discussed reflects your overall pedagogy and accomplishes one or more of the Course Objectives.

Ball State University
College of Fine Arts
Department of Theatre and Dance
Summative Peer Evaluation Form

Instructor: Please fill in all pertinent information on the top of this page, and give the form to the observers prior to the scheduled observation. Related materials may also be provided to the observer prior to scheduled observation.

Instructor Observed _____ Semester & Year _____

Course Number _____ Course Title _____

Meeting Time of Class _____ Location of Class _____

Intended Format of the Class Session _____

Evaluators: Following your classroom observation with the observed faculty member, the evaluators should meet to discuss comments for the Summative Peer Evaluation Form, with the final document being co-authored by both evaluators. Upon completion of the form including digital signatures, review the report with the instructor and obtain their signature. When the Summative Peer Evaluation Form is completed and signed, it will be submitted digitally to the office of the chairperson of the Department of Theatre and Dance for insertion into the instructor's personnel file.

Observers _____

Observers _____

Date of Observation _____ Length of Observation _____

Instructional Format Observed (lecture, discussion, critique, studio, etc.) _____

Related Course Materials Provided by the Instructor (syllabus, lesson plan, handouts, etc.) _____

Observation _____ Announced _____ Unannounced _____

Instructor's Signature _____ Date _____

Observer's Signature _____ Date _____

Observer's Signature _____ Date _____

Instructor Observed _____ Semester & Year _____

Course Number _____ Course Title _____

Short Answers Responses to Observed Teaching:

1. The Instructor is very knowledgeable and displays a clear understanding of the course and its objectives.
2. The Instructor is well-prepared and provides appropriate explanations, examples, syllabi, etc.
3. The Instructor assigns tasks/activities that are relevant and appropriate for the level of sophistication of this course and the hours of credit.
4. The Instructor is an effective communicator.
5. The Instructor gives useful and constructive criticism.
6. The Instructor encourages student input and participation.
7. The course appears to develop the creative ability of the students.
8. The class response is positive, and the students appear to understand what is expected of them.
9. During the time period observed, the Instructor's teaching effectiveness was:
10. The instructor fosters a culture of free inquiry, free expression, and intellectual diversity in their classroom:

Summation:

What are the strengths as observed during the evaluation?

What are the challenges as observed during the evaluation?

Evaluator(s) deems the observed teaching as: Satisfactory [] Unsatisfactory []

Annual Salary and Merit Review of Faculty

Effective July 1, 2024, and pursuant to the requirements of Indiana Code 21-39.5, the University implemented new criteria for annual fiscal year salary and merit review of faculty. Ball State University will align the review of the new criteria with our already-existing salary and merit process.

Procedurally, faculty members will be reviewed by the same committee or individual that conducts the salary and merit review process during spring term of the academic year. Each college will use their internally established review processes for salary and merit review.

The new criteria required by Indiana Code 21-39.5 and described in Section 36.4.6 of the Handbook are:

A faculty member will be evaluated as to whether the faculty member:

- 36.4.6.1 Helped Ball State University foster a culture of free inquiry, free expression, and intellectual diversity within the University.
- 36.4.6.2 Where relevant and appropriate to the faculty member's discipline, introduced students to scholarly works from a variety of political or ideological frameworks that may exist within the curricula established by the Board of Trustees of Ball State University under IC 21-41-2-1(b) or the faculty of Ball State University acting under authority delegated by the Board of Trustees of Ball State University.
- 36.4.6.3 While performing teaching duties, refrained from subjecting students to views and opinions concerning matters not related to the faculty member's academic discipline or assigned course of instruction.
- 36.4.6.4 Continues to show a pattern of achievement in performing academic duties and obligations.

If a faculty member receives a satisfactory review of the required criteria outlined above at the department/unit level, the satisfactory determination will be noted as part of the overall salary and merit evaluation process. The appeals process for an unsatisfactory determination will be the same as the individual unit's current appeals process for salary and merit decisions.

Consistent with Section 36.4.6.5 of the Handbook, the following actions by a faculty member may not be considered when determining whether a faculty member has met the criteria above:

- 36.4.6.5.1 Expressing dissent or engaging in research or public commentary on subjects.
- 36.4.6.5.2 Criticizing the leadership of Ball State University.
- 36.4.6.5.3 Engaging in any political activity conducted outside the faculty member's teaching duties at Ball State University.