

NTL Salary Document Review Check Sheet- Department/ Unit: ____ Art _____

NTL Salary Document Check Sheet	Check if Yes	Indicate location in document (pg #)	Comments
1. Document Approved by Dept/Chair/Director?	Y	1	
2. Document Approved by College/Dean?			
3. Salary Document Review Check sheet completed and included	Y	Completed	
4. Indication that all faculty submit an annual report as part of minimum acceptable performance levels	Y	PG 3	
5. Defined Minimum Acceptable Levels of Performance in:	Y	PG 3	
Teaching			
Scholarship	Y	PG 3	
Service	Y	PG 3	
Clinical			
6. Merit allocation is 70% or greater?	Y	PG 4	
7. Reasonable process for merit distribution (identifiable process as to what is expected)?	Y	PG 5	
8. Clear Appeal Process identified	Y	PG 6	
9. January 1 through December 31		PG 3	
10. A statement that ALL LETTERS – meritorious, satisfactory, or unsatisfactory – are placed in the personnel file each year.	Y	PG 6	
11. Raise allocation process is determined by:	Y	PG 5	
Committee only			
Chair/Director only			
Committee AND Chair/Director			
12. Indication that raises are given in:			
percentage increments			
dollar amounts	Y	PG 4	
other (describe)			
13. Annual Salary and Merit Review of Faculty added to document.	Y	PG 10	
14. Mid-term grade language added to document.	Y	PG 3	

2025-2026 NTL Salary Policy of Department/Unit: _____Art_____

☒ Changes to document (provide memo)

☐ No changes to document

Document(s) approved by:
(list N/A if not applicable to the unit)



Zachary Craw
Department/Unit Salary Committee Chairperson

3/5/25

Date



Lara Kuykendall
Department/Unit Chairperson

3/5/25

Date

N/A

[type name below signature]
College Salary Committee Chairperson

Date



[Seth Beckman].
College Dean

3/13/25

Date



[type name below signature] Sungwon Chung
Chairperson University Salary and Benefits Committee

April 23, 2025

Date

Arnd R. Maritz

5/15/25

[type name below signature]
Provost

Date

Ball State University
College of Fine Arts

SCHOOL OF ART
Salary Sub-Unit Policies and Procedures
for
Non-Tenure-Line, Full-Time Faculty
Annual Salary and Merit Document
2025-2026

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I. Purpose and Eligibility

This document establishes the School of Art policies and procedures for the annual salary and compensation increments for Non-Tenure Line faculty. The purpose of salary increment dollars is to provide incentive and reward faculty for meritorious performance and exceptional achievement.

Non-tenure-line faculty do not have to apply for promotion to be eligible for salary and merit.

The period of evaluation is the calendar year from January 1 to December 31. All evaluations of materials provided by the candidate for purposes of determining merit points are due by 5:00 pm on February 1st. Notification of recommendations by the Non-Tenure-Line Salary and Merit Committee for merit points earned will be provided to the candidate by April 1. All letters and documents, meritorious, satisfactory or unsatisfactory, will be placed in the faculty's personnel file upon completion of the review process.

Regular full-time Non-Tenure Line faculty with appointments in the School of Art are covered by this document. In the case of positions that are shared between multiple academic units based on the needs of the College, evaluations will be determined yearly by the Unit Heads from the shared areas.

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.

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 School of Art. Any changes in policies and procedures will require approval by the School of Art Director, College Salary Committee, the dean, the provost, and the University Salary and Benefits Committee and upon approval will go into effect the following evaluation period.

II. Definition of Terms

- A. Definition of Annual Report: All Non-Tenure Line faculty who have completed one academic year, equivalent to two semesters, or more at Ball State University must create a required Annual/Merit Review report via the university approved electronic management software which consists of:
 1. Activities completed and in-process for the previous calendar year
 2. At least 50% of Student Evaluations for each semester taught, including summer session
 3. One Peer Evaluation per calendar year (available on SoA central)
- B. Definition of Satisfactory Performance: It is required that the faculty member be active in the School of Art and interact well with students and faculty. Faculty must attest to meeting the PL 113 requirements listed in appendix C. It is understood that the primary focus of the non-tenure line faculty is teaching. It is also understood that non-tenure line faculty have obligations beyond teaching. These obligations include, for example, faculty meetings, reports, class preparation, letters of recommendation, attendance at official university functions, and other duties as assigned. The following are the minimum criteria to be considered Satisfactory:
 1. Minimum Criteria for Teaching/Administration
 - Teaches a full 12-credit hour load each semester or equivalent
 - Submitted Student Evaluations have a combined Mean Average score of 3 or higher.
 - Submits midterm grades for all students utilizing Ball State University's student success platform.
 2. Minimum Criteria for Creative/Scholarly Productivity
 - Since the primary focus of non-tenure-line faculty is teaching there are no minimum standards for creative/scholarly productivity.
 3. Minimum Criteria for Service
 - Participate in one (1) University, College of Fine Arts, or School of Art committee.
 1. Non-tenure line faculty in their first academic year at Ball State University are not required to complete professional service.
 - Attend at least one commencement ceremony (spring, summer or winter).

- C. Definition of Meritorious Performance: The definition of Meritorious Performance goes beyond mere satisfactory performance of basic obligations. Merit should be the result of significant extra effort. A Meritorious Performance will be awarded one (1) Merit Salary increment for excellence in teaching, accomplishments in creative and/or scholarly work, and service over and above basic service assignments. To achieve Meritorious Performance, three (3) accomplishments across any of the three areas (teaching, creative/scholarly, service) must be completed. All accomplishments considered must be in addition to the ones used for Minimum Satisfactory Performance. For examples of accomplishments see Appendix A: Examples of Additional Activities.
- D. Definition of Exceptional Performance: Exceptional Performance is understood to belong to a person who excels beyond the norm through praiseworthy qualities and achievement. Exceptional Performance will be awarded two (2) Merit Salary increments. To achieve Exceptional Performance, five (5) accomplishments from any of the three areas (teaching, creative/scholarly, service) must be completed. All accomplishments considered must be in addition to the ones used for Minimum Satisfactory Performance. For examples of accomplishments see Appendix A: Examples of Additional Activities.
- E. Definition of Unsatisfactory Performance: If the annual evaluation of performance for a non-tenure-line faculty member does not meet the minimum criteria for satisfactory performance, the non-tenure line faculty member's performance is deemed unsatisfactory for the year and the individual will not receive a salary increase. If the non-tenure line faculty member does not submit an annual report in the format established by the subunit, the individual's performance will be considered unsatisfactory.
 - 1. Any unsatisfactory assessment must be accompanied by a letter from the chair of the Non-Tenure Line Salary Committee co-signed by the School of Art Director. The letter should include specific justifications for the unsatisfactory recommendation and specific suggestions for improvement. The letter must be placed in the non-tenure line faculty member's personnel file each year.

III. Salary Increases

- A. General Salary Increase: For the purposes of this document "General Salary Increase" is meant to pertain to 30% of the total annually apportioned monies that are distributed to the SoA from the university for the purposes of salary increases. These monies will be distributed equally across the board to all Non-Tenure Line faculty members who are deemed Satisfactory (see II.B). Failure to submit an annual report will remove eligibility to receive a General Salary Increase.
- B. Merit Salary Increase: For the purposes of this document "Merit Salary" pertains to 70% of the total annually apportioned monies that are distributed to the SoA 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. Failure to submit an annual report or to meet Minimums will remove eligibility to receive a Merit Salary increase.
 - 1. For consideration for Merit, non-tenure-line faculty must have completed one academic year, equivalent to two semesters, or more at Ball State University. Non-Tenure Line faculty members who have completed only one semester of teaching are rated as satisfactory or unsatisfactory (See Sections II.B & II.E).

IV. Procedure for Applying for Salary and Merit

- A. Merit is evaluated and Merit Salary increments will be awarded based on the information in the annual report created and submitted via the university approved electronic management software.
- B. Faculty members are required to submit a narrative (up to 500 words) reflecting on achievements in teaching/administration, creative/scholarly productivity, and contributions to service. The narrative should be organized with one paragraph dedicated to each accomplishment which the faculty member has to report.
- C. To facilitate the committee's confirmation of the accomplishments, faculty should attach files or provide HTML links containing relevant information.
- D. The committee will only consider documented evidence, and in the absence of such documentation, further research by the committee will not be conducted.
- E. Employment outside the university may or may not be recognized as merit. If the applicant wishes the committee to consider outside employment as grounds for meritorious performance, they must document and explain the justification for the request to the Non-Tenure-Line Salary and Merit Committee. Such justification should include evidence that the outside employment is related to, and enhances expectations associated with teaching/administration, creative/scholarly productivity, and professional service. No outside employment can be considered for merit unless it has received official approval as required by the Ball State University Faculty and Professional Personnel Handbook.

V. Procedure for Merit Salary Increment Distribution

- A. A Non-Tenure-Line Faculty Salary and Merit Committee will be established to review the mandatory annual reports submitted through the university approved electronic management software. The committee will comprise of three members. Each member must have completed at least two semesters of teaching at Ball State University. The selection for committee representatives will take place annually in the spring after the completion of submission reviews and before Spring Commencement. Self-nominations will be asked for first. If three or more faculty do not self-nominate, the three faculty members who are on the fewest committees for the next school year will be automatically chosen. If there are more than three self-nominations or a tie with members of fewest committees, an election will take place, administered by the SoA office. If there are not three faculty available to serve on the committee, the School of Art Director will serve as one of the members or appoint a tenured faculty member to the committee.
- B. Committee members will arrange time to meet either in person or virtually to review the annual report, accomplishments and supporting documentation submitted by eligible Non-Tenure Line, full-time faculty. For each faculty member, a consensus will be reached designating the performance level as Unsatisfactory, Satisfactory, Meritorious, or Exceptional. The committee will rate eligible art faculty members using the Salary Committee Rating Form (Appendix B). The committee will maintain a dialogue with the School of Art Director, the art faculty, and any other appropriate individuals or group of individuals necessary to carry out its responsibilities.
 1. Committee members will not rate themselves in the recommendations for School of Art merit funding. When a committee member's annual report, accomplishments, and supporting documentation is being reviewed, they will absent themselves from the discussion.

VI. Procedure for General Salary Adjustment

- A. The **School of Art Office** will then determine the salary adjustments to be awarded to each faculty member who has submitted the appropriate documentation and student evaluations.
 1. A rating of Unsatisfactory Performance necessitates a review or remediation, with no general salary increase.
 2. A rating of Satisfactory Performance receives only a general salary increase.
 3. A rating of Meritorious Performance receives a general salary increase and one (1) Merit Salary increment.
 4. A rating of Exceptional Performance receives a general salary increase and two (2) Merit Salary increments.
 5. A faculty member's rating will be reduced by one level for not turning in grades on time for a given semester.
- B. The SoA Office will add together all Merit Salary increments awarded to arrive at the School of Art aggregate total for non-tenure-line faculty. A dollar value for each Merit Salary increment is then assigned by dividing the SoA aggregate total into the dollar amount designated for Merit Salary increment dollars.

$$\text{Salary Increment Dollars} \div \text{Aggregate Total} = \text{Dollars Per Increment}$$

- C. Calculation Formula: Annual salary increase will be applied to the Base Salary of each eligible individual as follows:

1.		2.		3.		4.		5.
Base Salary	+	General Salary Increase**	+	School of Art Merit Salary Increase	+	Dean's Discretionary Fund and/or Promotion Allocations*	=	Base Salary for Next Academic Year
*Any awards from these funds are administered by the office of the Dean of the College of Fine Arts and are not covered by this document. ** Faculty failing to submit an annual report will not be eligible for any Base Salary increase (see university handbook 36.2.4).								

- D. The **School of Art Office** will generate a letter for each faculty member that includes:
 - 1. The performance rating received.
 - 2. A notation will be made to reflect the timely submission of grades and attendance at one commencement.
- E. The **Director of the School of Art** will be responsible for forwarding the Non-Tenure-Line Salary and Merit Committee recommendations for each Non-Tenure Line art faculty member to the Dean of the College of Fine Arts for approval.

VII. Right to Reconsideration and Appeal

All eligible non-tenure-line art faculty have the right to request reconsideration of their merit rating recommendation by, and from, the School of Art Non-Tenure-Line Salary committee. All recommended salary adjustments based upon grievances or appeals must be approved by the head of the salary unit (The School of Art Director), appropriate University officer and the President. Any salary adjustment based on a grievance shall be made as soon as possible and no later than the beginning of the next academic year. (see Faculty and Professional Personnel Handbook, Section II, section 36.4.9)

- 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. 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 bases for the reconsideration as per D below.
- C. 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.
- D. 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 was unfair or discriminatory treatment on the part of the committee.

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

Examples of Additional Activities

I. TEACHING/ADMINISTRATION

- Unloaded classes
- Unloaded senior projects
- Independent studies
- Unloaded mentoring of student internships
- Honors theses/projects
- Master's theses, doctoral committees (Indicate level of participation)
- Curriculum development and innovation (detail nature of work)
- Creation of new classes
- Hosting visiting artists, designers, and/or scholars, or other speakers
- Organized field trips
- Student competitions
- Student exhibitions
- Student grants
- Grants for Teaching/Administration
- Area Facilities Management and Improvement
- Special Honors, or Awards for Teaching/Administration (Include Title and Source.)
- Special Administrative Duties as Assigned (Indicate Release Time and/or Stipend if Received.)
- High-Impact Practices Courses:
 - HISA: Study Abroad or Study Away
 - HIDP: Diverse Perspectives
 - HIIM: Immersive Learning
 - HIUR: Undergraduate Research

II. CREATIVE/SCHOLARLY PRODUCTIVITY

- Exhibitions (Include details in narrative)
- Performances (Include details in narrative)
- Film Festivals (Include details in narrative)
- Gaming Festivals (Include details in narrative)
- Professional Consultation
- Publications - articles, books, book chapters, essays, etc. (Include details in narrative)
- Articles written (Include details in narrative)
- Reviews written (Include details in narrative)
- Presentations given (Include details in narrative)
- Workshops given (Include details in narrative)
- Professional growth:
 - Attendance at Professional Meetings/Workshops Relevant to area of expertise
 - Study with certification or equivalent
- Internal grants for Creative/Scholarly Productivity
 - Completed and approved via the BSU grant proposal clearance process (Include Title and Source.)
 - Funded (Include Title, Source, and Amount.)
- External Grants Creative/Scholarly Productivity
- Special Honors, or Awards for Creative/Scholarly Productivity (Include Title and Source)
- Work in Progress (must provide dated visual documentation of progress made throughout the year)

III. PROFESSIONAL SERVICE: (Include Dates of Service, level of involvement, and Indicate if Service was Supported by Release Time and/or Stipend.)

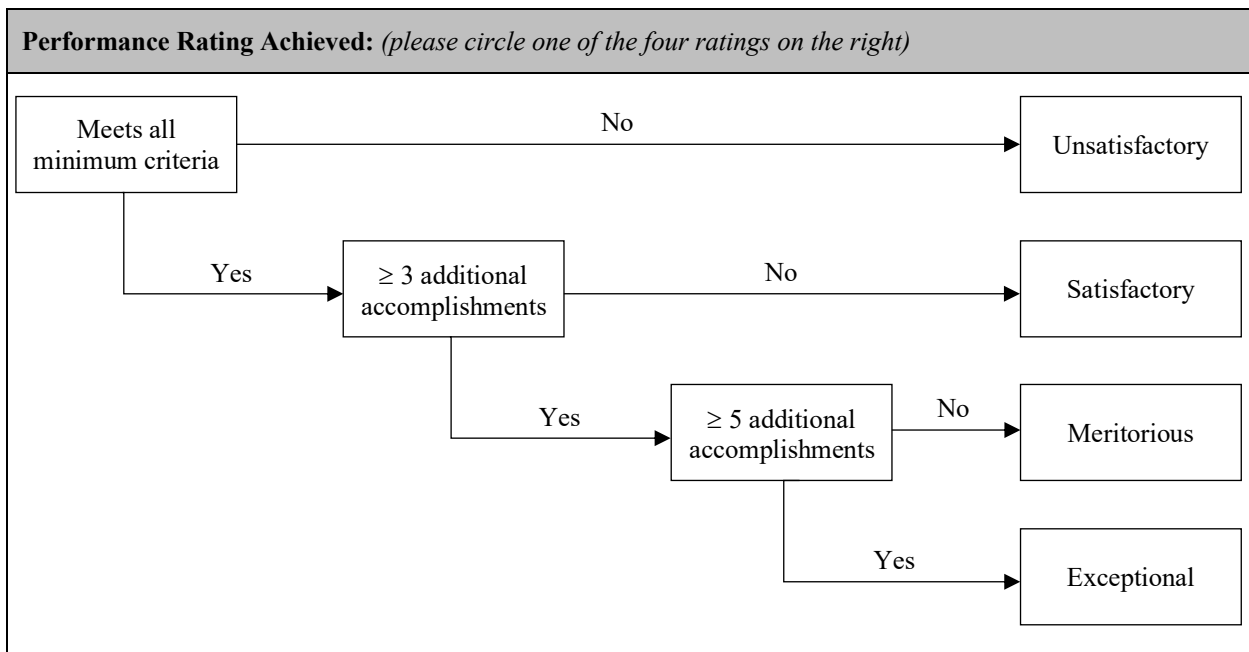
- Institutional Service beyond the one required every semester:
 - University Committees
 - College Committees
 - School Committees

- Active Memberships and Service on Art Boards or Professional Organizations Outside the University. (specify activity)
- Jurying of Shows
- Jurying Service Workshops
- Grants for Professional Service
- Special Honors, or Awards for Service (Include Title, Source and Details)

Appendix B
Salary & Merit Committee Rating Form

Applicant's Name: _____

	Minimum Criteria	# of Additional Accomplishments
Teaching	<input type="checkbox"/> Annual Report submitted <input type="checkbox"/> 4/4 teaching load or equivalent <input type="checkbox"/> 50% of Student Evaluations with mean average ≥ 3 <input type="checkbox"/> Peer Evaluation <input type="checkbox"/> Midterm grades for all students	_____ Additional accomplishments
Creative/Scholarly	(none required)	_____ Additional accomplishments
Service	<input type="checkbox"/> Served on 1 committee <input type="checkbox"/> Attended 1 commencement	_____ Additional accomplishments
Total additional accomplishments = _____		



Merit Increment Pays awarded:
0: Unsatisfactory, Satisfactory 1: Meritorious 2: Exceptional
<u> </u> <i># Total Increment Pays Awarded</i>

Appendix C
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.

December 4, 2024