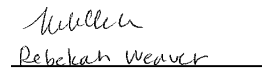


NTL Salary Policy of Department/Unit: School of Music

☒ Changes to document (provide memo)

☐ No changes to document

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



Rebekah Weaver

[Rebekah Weaver]

2/21/25

Date

Department/Unit Salary Committee Chairperson



[Franklin Larey]
Department/Unit Chairperson

3/7/2025

Date

[type name below signature]
College Salary Committee Chairperson

Date



[Seth Beckman]
College Dean

3/7/2025

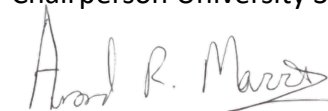
Date



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

Date

4/25/2025



[type name below signature]
Provost

Date

5/15/25

NTL Salary Document Review Check Sheet- Department/ Unit: School of Music

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

Changes to NTL Salary and Merit Document

1. Document title – changed from “Renewal and Merit Pay” to “Salary and Merit Document” as this is more consistent with how we refer to the process
2. Section I – Purpose and Eligibility
 - a. We removed this language as it is no longer relevant: Work accomplished before hiring at Ball State University, as well as work accomplished while a faculty member at Ball State University, 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 University, in the areas of teaching, scholarly/creative endeavors, and professional service. The evidence must demonstrate a record of continuous activity in all areas under review.
 - b. We also removed this as it belonged elsewhere (and dates have changed): All evaluations of and materials provided by the candidate for purposes of determining NTL renewal and/or merit pay are due by the first Monday in February. Submitting this annual report digitally via Faculty Success or any other digital format desired by the University, College, or School is part of minimum acceptable performance level standards for full-time NTL faculty in the School of Music. Notification of recommendation for NTL renewal and merit points earned will be provided to the candidate by April 1st. The evaluation is based on the calendar year (January 1st through December 31st).
3. Anything that was previously listed as “calendar days” has been changed to “business days” in accordance with Faculty Success procedures
4. We numbered, or renumbered, items as necessary (many were missing numbers or letters as should be evident in a policy document)
5. There is no NTL appeal process for Salary and Merit, so “reconsideration & appeal” has been changed to “reconsideration”
6. Sections III and IV received large overhauls, not really in policy/content but in clarification, mainly because procedures were unclear and committee members and faculty members need to understand how materials will be reviewed – there are still changes needed here, but it’s a start. Much of what was previously in these sections was repetitive and/or out of order.
 - a. Section III – General Salary Adjustment Policy
 - i. Eligibility and Increments – wording change in highlighted B.2 to place emphasis on exceeding expectations in teaching and providing evidence of accomplishments in scholarship and service (basically, if you meet minimum expectations in teaching you receive a score of 0 and if you exceed expectations you receive a score of 1... if you meet minimum expectation in scholarship and service, which is not part of NTL job requirements, you receive a score of 0 and if you exceed expectations you receive a score of 1).
 - ii. C.1 – Minimum Expectations for Teaching
 1. We added all of this language as there were previously no minimum expectations listed in this section (they were elsewhere). Please read carefully. Syllabi will be required for the next round of evaluations, as will evidence of midterm submissions.

- iii. C.2 – Minimum Expectations for Scholarship/Creative Endeavors and C.3 – Minimum Expectations for Service
 - 1. We added to the language that was in our previous document.
These are the sections that the committee hopefully will be revising for the next round... we need clarity on what these items look like in different areas
- b. Section IV – General Salary Adjustment Procedure
 - i. C, D, F, and G had minor revisions to clarify the review process
- 7. Section V – Reconsideration
 - a. We removed “appeal” as there is no appeal process for NTL faculty (that applies to promotion only)

**School of Music
Non-tenure Line Faculty
Salary and Merit Document
Calendar Year 2025**

I. Purpose and Eligibility

- A. This document establishes the School of Music policies and procedures for the annual determination of renewal and merit pay salary increments for Non-tenure Line (NTL) faculty.
- B. Regular full-time NTL faculty members with appointments in the School of Music are covered by this document.
- C. 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.

II. School of Music Non-tenure Line Salary/Merit Committee

- A. Membership: A Non-tenure Line Faculty Salary/Merit Committee will be formed to review Salary and Merit materials submitted by all School of Music NTL faculty.
 - 1. This committee will consist of five (5) NTL faculty members from the School of Music and be comprised of two (2) representatives from the combined areas of Music Education, Music History/Musicology, Music Theory/Composition, and Music Media Production (the last two shall be considered a single area for the purposes of representation on the NTL Salary/Merit Committee), and three representatives from the combined areas of Music Performance and Ensembles/Conducting.
 - 1.1 Each representative will be elected to a two-year term during the fall semester. Terms will be staggered.
 - 1.2. Representatives will serve on a calendar year basis, beginning service in January of the calendar year following elections.
 - 2. Only NTL faculty who have completed at least two (2) years of service at Ball State University may serve on this committee.
 - 3. The Director of the School of Music is not eligible to be elected to this committee; however, the Director will serve as an ex-officio, nonvoting member. If there is an Associate Director, the same applies.
- B. Committee Election Procedures

1. Committee elections for the following calendar year are to be held within the first week of the fall semester.
2. Each representative will be elected by written ballot or electronic ballot. Ballots will be counted immediately following the election by persons chosen by the Director of the School of Music.
3. The committee must not consist of members representing only a single gender. Should an election result in a committee consisting of faculty who identify as only one gender, an at-large member of a different gender will be elected to the committee as an additional member.

C. Responsibilities

The School of Music NTL Salary/Merit Committee shall:

1. Meet before the end of the second week of the fall semester to elect a Chairperson and a Secretary from its members. Each meeting must be attended by a quorum of four voting members. (A member who is not able to attend a meeting should submit in advance their thoughts on agenda items.)
2. Develop a timetable for salary consideration.
 - 2.1 Inform the faculty that materials will be due on the 1st Monday of February.
3. Review annually, edit, and re-write, as required, the NTL Salary/Merit Document.
 - 3.1 Changes will be presented during the fall semester to the NTL faculty for discussion and vote to accept in order to meet the University submission deadline. New documents will take effect January 1 of the following calendar year.
 - 3.2 If revision of the document cannot be approved by the School of Music in time for use the following year, the previously approved document will remain in effect.
4. Review annually the professional performance of each NTL faculty member in the School of Music for merit pay based upon established criteria (see Section III) and available funds, and approve or change by majority vote the recommendation of the Director of the School of Music (and Associate Director, if applicable) regarding merit increments to be used in the determination of salary adjustment.
5. Hear reconsideration requests.
6. Discuss other relevant salary matters.

III. General Salary Adjustment Policy

- A. 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. Up to one merit increment is awarded for each of the categories of teaching, scholarly/creative endeavors, and professional service. Please see Appendix C for important information regarding the Annual Salary and Merit Review of Faculty (ASMR).
- B. The distribution of merit pay increments for Non-tenure Line Faculty in the School of Music will follow these guidelines:
 1. The merit component of the annual salary adjustment allotted to the School of Music shall be no less than seventy percent (70%).
 2. Eligibility and Increments: To be eligible for merit pay, faculty must exceed minimum expectations in each area of teaching and provide evidence of ongoing accomplishments in the areas of scholarship/creative endeavors and service, and submit the required materials by the due date, which is the 1st Monday of February.
 - 2.1 Faculty accomplishments in each of the areas will be evaluated as:
 - 2.1.1 Meeting minimum expectations is represented in the non-merit, 30% salary adjustment. This is a score of 0.
 - 2.1.2 Exceeding minimum expectations is represented in one merit pay increment. This is a score of 1.
 - 2.2 Only full increments (a score of 1) will be awarded in each category making the maximum possible total score of 3.
- C. Minimum Expectations: The aforementioned process serves as an annual review for Non-tenure Line Faculty. Faculty must participate in the Salary and Merit process annually as part of the minimum expectation as a faculty member. It is generally presumed that candidates have met minimum expectations unless evidence suggests otherwise.
 1. Minimum Expectations for Teaching:
 - 1.1 Faculty will submit digital syllabi to the School of Music office and/or designated area coordinators at the start of each semester, as requested. Faculty will also upload all syllabi into Faculty Success or any other digital format desired by the University, College, or School.

- 1.2 Faculty will be present and punctual for scheduled class meetings and/or lessons; they will make every effort to cover or reschedule missed classes or lessons.
- 1.3 Faculty will provide educational experiences for classes and/or individuals during absences for other professional obligations that cannot be covered or rescheduled.
- 1.4 Faculty will maintain a positive and productive teaching and learning environment for all students.
- 1.5 Faculty will remain current in best teaching practices and explore content that is appropriate for that area.
- 1.6 Faculty will make themselves available to students for consultation on a regularly scheduled basis; maintain physical office hours and communicate these times to students through door postings, syllabi, and/or electronic means. Online instructors may maintain virtual office hours through Canvas, Skype, or other electronic means.
- 1.7 Faculty will address student grievances in a timely and professional manner.
- 1.8 Faculty will administer final exams in accordance with University policy.
- 1.9 Faculty will submit both midterm grades and final grades by the advertised deadlines of each academic term in accordance with University Policy.
- 1.10 Faculty will attend at least one College/University commencement ceremony per academic year.
- 1.11 Faculty will submit assessment data to program coordinators and/or the Director of the School of Music as requested.
- 1.12 Studio teachers will demonstrate a pattern of attracting and retaining an appropriate number of students.
- 1.13 Faculty will upload into Faculty Success (or any other digital format desired by the University, College, or School) the comprehensive student evaluation report for all classes taught during the calendar year for which reports are available. The student evaluation data must include both the faculty member's name and the relevant course number(s). This information may not be written onto the forms after they have been downloaded or printed out.

1.13.1 It is recognized by the School of Music that the reliability of student evaluations is problematic for the following reasons. First, music classes often contain fewer than twenty (20) students (particularly in the applied studio), which is below the number needed statistically to make generalizations about teaching quality. Second, no measures of validity and reliability on the current questions used at Ball State University or in the School of Music have been provided. For these reasons, student evaluations are viewed as only one measure of assessment and are not to be taken as the sole criterion when rendering a judgment on a faculty member's teaching.

1.13.2 Faculty members are expected to provide, or have available upon request, evidence of excellence in teaching. This can be done through a peer evaluation. (see appendix B), an evaluation by the Director of the School of Music, documentation of student achievements (where applicable to class taught), student evaluations, substantial contributions to the University Core Curriculum or School of Music assessment efforts, documentation of a teacher's effort to stay current in their field, or improvements in materials and methodology. Faculty may keep a log of teaching-related activities that go beyond the fulfillment of basic obligations. Any of these may be presented upon request.

2. Minimum Expectations for Scholarship/Creative Endeavors.

2.1 It is understood that the primary expectation for NTL faculty is teaching. If the instructor wishes to have consideration for merit pay in the area of Scholarly/Creative Endeavors, then they will remain current and maintain a presence in their discipline and a continuous level of productivity. Accomplishments demonstrating this may include but are not limited to the following: local and campus performances, presentations, publications, consultations, or clinics/workshops; local and campus performance of compositions; publications in trade journals or magazines; attendance at national/international conferences; submission of grant applications; and on-going work on a long-term project such as a book or substantial article, composition, performance, or recording. (Documentation of completed work on such a project must be immediately presented at the request of the NTL Faculty Salary/Merit Committee.)

3. Minimum Expectation for Service.

3.1 It is understood that the primary expectation for NTL faculty is teaching. If the instructor wishes to have consideration for merit pay in the area of Service, then they will contribute positively to the culture of the University at large, the School of Music, and/or the greater community. Accomplishments demonstrating this may include but are not limited to the following: institutional committee work (chair,

secretary, member), faculty advisor for a student organization, professional service outside the university related to a professional organization (officer, committee member, adjudicator/peer review (international, national, regional, local).

D. New Faculty.

1. New faculty are only eligible to receive a maximum of one-half of the eligible units of merit pay since they have been employed by Ball State University for only one semester.

IV. General Salary Adjustment Procedure

- A. The procedure for distribution of funds allocated to the School of Music for faculty salary adjustments will follow the general Salary Adjustment Policies established by the University.
- B. All faculty must submit an annual report by entering their accomplishments into Faculty Success or any other digital format desired by the University, College, or School. Annual reports should document the individual's academic and professional activities within the period of the previous calendar (January 1 through December 31). No other procedures will be accepted. All faculty must provide the results of student evaluations from all classes for which they are available and attach the file to the appropriate prompt(s) in Faculty Success.
- C. The NTL Salary/Merit Committee will deliberate to determine the merit increments (0 to 3) to be awarded to each faculty member who has submitted the appropriate materials.
 1. The committee may request additional documentation as needed to complete the review, but no new material can be submitted after the due date.
- D. The NTL Salary/Merit Committee shall meet with the Director to discuss the findings and come to a consensus on the distribution of merit increments. The responsibility of the final decision regarding increments awarded to each faculty member rests ultimately with the Salary/Merit Committee, determined by simple majority vote.
- E. A member of the NTL Salary/Merit Committee may not deliberate salary adjustments for themselves.
- F. The final decision, as approved by simple majority vote of the NTL Salary/Merit Committee, will become the official School of Music NTL merit-increment list. The Chair of the committee will forward the list to the Director, along with a letter for each faculty member who has received an unsatisfactory review. The Director will write individual letters reporting each faculty member's salary/merit result and will upload this letter to Faculty Success, along with any unsatisfactory letters authorized by the

committee. All letters will also be placed in the faculty member's personnel file each year. The monetary value of each merit increment (when available) will be determined by dividing the total number of awarded merit increments into the salary allocated by the School of Music for its merit component. This work will be completed by April 1, and each individual shall be informed of their recommended salary adjustment by the Director of the School of Music by April 1.

- G. After reconsiderations are completed, faculty having concerns regarding their merit status may request a joint consultation with the Director of the School of Music and the Salary/Merit Committee Chair to review their merit application and receive suggestions for maintaining or improving their merit status for the future.
- H. The merit portion of the annual appropriation for salary increases shall consist of 70% of the annual appropriation for salary increases after the amount of funds needed to support the promotions are distributed for a given year. Each point will be a fixed dollar amount. This will consist of the total amount allocated to the NTL faculty pool divided by the number of increments awarded.

V. Reconsideration

- A. A faculty member may request and be granted a meeting with the Director of the School of Music to seek out general information and clarification related to their salary adjustment.
- B. Formal reconsideration requests must be submitted in writing to the Faculty Success within ten (10) University business days of notification of that year's merit decision. The reconsideration request must include a statement identifying the bases for reconsideration as per D below.
- C. Within ten (10) University business days following receipt of the reconsideration, the NTL will provide a written response based on the deliberation the committee. This response will be provided to the faculty member and the Director, and will be available via Faculty Success.
- 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 were specific elements considered as a basis for the decision which are constitutionally or statutorily prohibited.

No other basis for reconsideration is admissible.

VI. Financial Contingency

- A. In the event that no funds are available for School of Music Merit increases during any particular year, the increment(s) and promotion stipend that a faculty member has been awarded for that year will be forwarded and added to merit adjustments awarded them in the next year that merit funds are again available. Any accumulated increments will be forfeited upon leaving University employment.

VII. Unsatisfactory Performance

- A. If the annual evaluation of performance for an NTL faculty member does not meet the minimum criteria for satisfactory performance, the NTL faculty member's performance is deemed unsatisfactory for the year and the individual will not receive a salary increase. If the NTL faculty member does not submit an annual report in the format established by the School of Music, the individual's performance will be considered unsatisfactory.

VIII. Chronic Unsatisfactory Performance (Multi-year Contracts Only)

- A. Two consecutive unsatisfactory evaluation years for an NTL, multi-year faculty member will trigger a remediation process. Unsatisfactory completion of the remediation process is the definition of chronic unsatisfactory performance.
- B. Any unsatisfactory assessment must be accompanied by a letter from the NTL Salary/Merit Committee. The letter should include specific justifications for the unsatisfactory recommendation and specific suggestions for improvement. The letter must be placed in the NTL faculty member's personnel file each year. All letters – meritorious, satisfactory, and unsatisfactory – will be placed in the faculty member's personnel file each year.
- C. Two consecutive unsatisfactory years will trigger a remediation process.
 - 1. In consultation with the Director of the School of Music and the faculty member's Area or Sub-area Coordinator, the Chair of the NTL Salary/Merit Committee will choose three NTL faculty members on the committee to form a subcommittee in order to create a remediation plan. The Chair of the NTL Salary/Merit Committee will inform the faculty member under remediation, in writing, of the subcommittee members' names and the planned date of the subcommittee's first meeting. The date of the first meeting will allow time for the faculty member to

request a replacement of a subcommittee member within ten (10) business days as specified in paragraph 3 below.

1.1 Subcommittee Responsibilities

1.1.1 Develop a remediation plan for NTL faculty with two consecutive unsatisfactory evaluation years. The remediation plan committee will have access to the NTL faculty member's performance evaluations and/or pertinent letters for the previous five years.

1.1.2 Review outcomes of remediation plan created the previous year.

2. A faculty member may request that a college committee be formed in place of the departmental committee to develop the remediation plan. If requested, the Dean of the College of Fine Arts will establish a committee of NTL faculty members with the following qualifications:

- Member of the college
- Appointed based on ability to be objective and demonstrated academic strength, and
- Participants hold the same or higher rank than the faculty member being reviewed.

The committee will consider the department NTL faculty renewal document, especially the minimum standards required for satisfactory performance, during the development of the plan.

3. If the faculty member being reviewed has cause to believe a committee member is biased against them, the faculty member may request to the committee chair, in writing, to have that committee member replaced. This request must be submitted within ten (10) business days prior to the first remediation subcommittee meeting. The request at the department level is automatically granted.

4. The Director of the School of Music and Dean of the College of Fine Arts must approve the remediation plan. The remediation plan must be sent via registered mail to the NTL faculty member's home address by June 30th or 30 days after a repeal process is completed, whichever is later. The said plan will be placed in the NTL faculty member's personnel file.

4.1 As a part of the performance evaluation the following year, no sooner than 12 months after the remediation plan was initially mailed to the NTL faculty member, the outcomes of the remediation plan will be reviewed by the

remediation subcommittee which created the plan to determine if the expected performance levels as set by the remediation plan have been met.

- 4.1.1 If the terms of the remediation plan have been met, the NTL faculty member's evaluation is deemed satisfactory for the calendar year in which the faculty member is under remediation. This evaluation replaces the annual evaluation of performance specified in the subunit salary/merit document for that calendar year.
 - 4.1.2 If the terms of the remediation plan have not been met, the NTL faculty member's performance will meet the definition of chronic unsatisfactory performance.
- D. Any NTL faculty member currently evaluated as unsatisfactory in the Salary/Merit process cannot serve on an NTL Salary/Merit or Remediation Committee.

APPENDIX A: Evaluation of Teaching

Peer Reviewer Name:

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Course Materials (Please circle one)	Syllabus includes all required university language, course calendar (where appropriate), assignment materials , due dates, and other relevant components . Course also includes a detailed Canvas presence .	Syllabus includes all required university language, course calendar (where appropriate), assignment materials , due dates, and other relevant components .	Syllabus not available or does not include required language and other content .	
Instructional Strategies (Please circle one)	The observed class/lesson/rehearsal included clear objectives. Assignments and activities reflected best practice in the content area .	The observed class/lesson/rehearsal included clear objectives. Assignments and activities were appropriate.	The objectives for the observed class/lesson/rehearsal were unclear or missing. Assignments and/or activities need improvement .	
Learning Environment (Please circle one)	The faculty member demonstrated effective communication of the objectives and content. Feedback consistently fostered improvement. Student engagement was excellent.	The faculty member demonstrated adequate communication of the objectives and content. Feedback appeared to foster improvement Student engagement was adequate.	The faculty member demonstrated poor or no communication of the learning objectives. Feedback was limited or missing. Student engagement was limited	

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Please place an "X" in the box that corresponds with the overall effectiveness of the candidate in the area of teaching.				

Overall strengths of the class/lesson:

Overall weaknesses of the class/lesson:

Reviewer Signature:_____ **Date:**_____

APPENDIX B: Self-Evaluation of Teaching

Candidate name:

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Course Materials (Please circle one)	I provided a clear syllabus that included all of the required university language , a course calendar (where appropriate), assignment materials , due dates, and other relevant components. Course also includes a detailed Canvas presence .	I provided a clear syllabus that included all required university language, course calendar (where appropriate), assignment materials , due dates and other relevant components	Syllabus was not available to the peer reviewer . Course does not have a presence on Canvas Or syllabus did not include necessary syllabus language.	
Instructional Strategies (Please circle one)	I demonstrated clear course objectives and provided classroom assignments and activities that reflect best practice in the content area .	I demonstrated clear course/lesson objectives and provided classroom assignments and activities that were appropriate.	I did not have an understanding of the objectives of the course. Faculty member does not have clear course/lesson objectives or classroom assignments and activities are in need of improvement .	
Learning Environment (Please circle one)	Upon reflection of the lesson observed I feel that I was a good communicator of the course/lesson objectives and content. My feedback (where appropriate) appeared to foster improvement . My student(s) seemed to be engaged in the lesson/class.	Upon reflection of the lesson observed I feel that I was an adequate communicator of the course/lesson objectives and content. It was unclear if the students were engaged in the material.	I did not communicate the learning objectives of the class/lesson. Student(s) seemed confused and lacked understanding of the material presented. I need to improve this part of my teaching.	

	Exceeds Expectations	Meets Expectations	Below Expectations	Reviewer Notes
Please place an "X" in the box that corresponds with the overall effectiveness of the lesson				

Overall strengths of the class/lesson:

Overall weaknesses of the class/lesson:

Signature:_____

Date:_____

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.