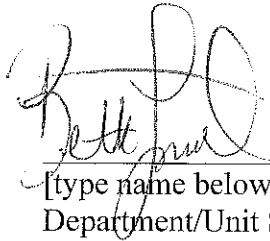


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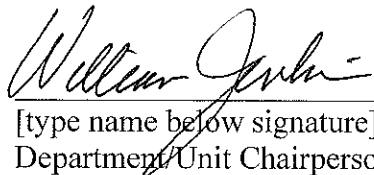
Changes to document (provide memo)

No changes to document

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

 Betty Inuit  
[type name below signature]  
Department/Unit Salary Committee Chairperson

12/8/22  
Date

 William Jenkins  
[type name below signature]  
Department/Unit Chairperson

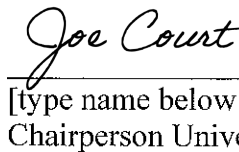
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 Seth Beckman  
[type name below signature]  
College Salary Committee Chairperson

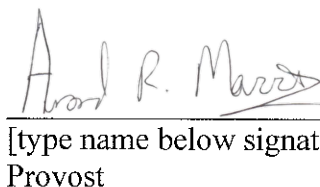
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[type name below signature]  
College Dean

Date

 Joe Court  
[type name below signature]  
Chairperson University Salary and Benefits Committee

2/23/23  
Date

 Aron R. Maritz  
[type name below signature]  
Provost

05/31/2023  
Date

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 2023-2024**

## **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, evaluations will be determined yearly by the Unit Heads from the shared areas.

All evaluations of materials provided by the candidate for purposes of determining contract renewal and/or merit pay are due by 5:00 pm 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 1<sup>st</sup>.

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.

#### **II. Renewal Evaluation**

- A. All Non-Tenure Line faculty must submit a summary of accomplishments/annual report in an electronic version which consists of (1) Summary of Accomplishments form, (2) at least 50% of student teaching evaluations and (3) 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 a Summary of Accomplishments, 50% of teaching evaluations 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 Summary of Accomplishments/Annual Report, fifty (50) percent of student evaluations, and one peer review.
- 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.
- 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 percentage breakdown: 50% allotted to teaching, 30% allotted to creative/scholarly work, and 20% to service. A faculty member may request an adjustment in the allotment of creative/scholarly work and service if one area is more distinctive than another. Neither area allotment may be less than 15%.
- 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

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 Clown Show, trips to sing at retirement communities, etc...)
- Redevelopment of courses taught
- Mentoring students or aiding in student internship placement
- 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 Summary of Accomplishment form may be requested by the review committee.

2. Scholarly/Creative Endeavors: Since the focus of Non-Tenure Line faculty is teaching 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. The following activities represent, but are not limited to, indicators of excellence in scholarly/creative endeavors:

- Concerts/performance engagements/recordings
- 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 Summary of Accomplishment form 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 Spring Commencement

The following activities represent, but are not limited to, indicators of excellence in service:

- 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, particularly during the summer
- 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 3 Non-Tenure Line faculty members from the Department of Theatre and Dance who will each serve a two-year term on a rotating basis. The committee will consist of one faculty member from Dance/Musical Theatre area, one member from the Performance area and one member from the Design/Production/History area.
- B. The Non-Tenure Line Faculty Merit Advisory Committee will review and draft confidential recommendations to the Chair, giving their rankings for meritorious achievement among those Non-Tenure Line faculty members who have submitted the appropriate documentation.
- Rankings:
- 0: Unsatisfactory
  - 1: Meets Minimum Standards
  - 2: Exceeds Minimum Standards
  - 3: Meritorious Achievement
- C. The Department Chair will then determine the merit increments to be awarded to each faculty member who has submitted the appropriate documentation and student evaluations.

#### **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 bases 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

**COLLEGE OF FINE ARTS**

20\_\_\_\_\_ Summary of Accomplishments

Name: \_\_\_\_\_ Department/School: \_\_\_\_\_

- I. TEACHING:** (Include course, course number, course name, semester taught, credit hours, enrollment, whether a course syllabus is on file in the department office, and whether student evaluations are on file with the faculty member.)
- II. TEACHING SUPPORT:** (Directing assignments, coaching, supervision of laboratory classes, doctoral committees, student successes, competitions, field trips, visiting artists, assisting graduate assistants, supervising concerts and student projects, curriculum
- III. CREATIVE/SCHOLARLY WORK:**
- A. Choreography/Concerts/Exhibitions/Performances: (details such as solo appearance, one-person show, nationally adjudicated, invited, date, location; indicate if reviews are on file and if creative work was supported with load time)
    - 1. International, National, or Regional
    - 2. Local
  - B. Consultations
  - C. Publications: (Details such as full citation, refereed, invited; indicate if reviews are on file and if scholarly work was supported with load time)
  - D. Presentations/Master classes: (Details such as location, sponsoring organization, juried, invited)
    - 1. International, National, or Regional
    - 2. Local
  - E. Other: (Creative/scholarly work)
- IV. SERVICE:** (Advising, Recruiting, Committee Memberships-other than doctoral committees, Professional Organization Service, Other Service)
- V. ADMINISTRATION:** (Indicate assigned time allotted)
- VI. SPECIAL HONORS, GRANTS, MEMBERSHIPS OR AWARDS:** (Include title, source, and amount)