

Date: April 19, 2005
To: School of Education Policy Council
From: Charles M. Reigeluth, IUB Faculty Affairs Committee Chair
Re: Annual Report of FAC Activities

Committee Members: Judith Chafel, Thomas Huberty, Martha Nyikos (spring semester), Charles Reigeluth, Laura Stachowski, Paula Stickles (student representative), Rob Toutkoushian, Martha Zuppan (staff representative), Pete Kloosterman (Ex Officio).

The Faculty Affairs Committee received six charges this year:

1. Review sabbatical applications by October 26.
2. Conduct "a thorough examination of the role of clinical faculty members and make recommendations regarding their yearly review as well as the fourth year review process" (Memo from Policy Council, 9/30/2004).
3. Provide guidance as needed for electronic submission of annual reports.
4. Conduct a salary equity review for the SoE by March (Bloomington only).
5. Recommend policy for faculty rights and responsibilities of Research Associates.
6. Provide input on the School's FY06 (i.e., July 05 to June 06) budget.

The following is a description of the disposition of each of these charges.

1. Review sabbatical applications. These were reviewed and suggestions were made for revising some of the applications before they were sent across campus. Also, recommendations were made to Pete Kloosterman for revising the application form for next year.

2. Clinical faculty members. Recommendations for the 5-year review, a 2-year review, and the annual review of clinical faculty members were forwarded to the Policy Council in November. These recommendations included criteria, a checklist, and a timeline (see Attachment A). Recommendations for a "Professional Leaves Program for Clinical Faculty" were forwarded to the Policy Council at the end of February, along with a recommended application form (see Attachment B).

3. Electronic annual reports. Issues related to the electronic submission of annual reports were discussed, and some minor suggestions were transmitted orally through Peter Kloosterman.

4. Faculty salary equity review. Recommendations for a policy regarding faculty salary equity reviews were forwarded to the Policy Council at the end of February, along with guidelines for department chairs for the limited review (see Attachment C). In addition, a limited review was conducted, and the department chairs' recommendations for salary adjustments were forwarded to the dean's office.

5. Research associates' rights. After some discussion, the committee decided to postpone further action to next year so there would be more time to deal with it.

6. FY2006 budget. Since budget figures were not prepared yet, the committee postponed this action to next year.

Attachment A

Policy Recommendations for Clinical Faculty Review

Criteria

Checklist

Timeline

Draft Recommendation to Policy Council

Review of Clinical and Research Faculty Ranks

IUB Faculty and Budgetary Affairs Committee 2003-2004

During the Spring 2004 semester, the Faculty Affairs Committee has discussed the merit review process for clinical faculty. Clinical faculty are one of three groups of full-time faculty in the School of Education, along with research faculty and tenure track faculty. All three groups are eligible for promotion, although only tenure track faculty may receive tenure from the university.

A subcommittee consisting of representatives from the faculty, including clinical faculty, met during the spring semester to study the issues related to clinical faculty merit review. During this process, information was gathered from the School's clinical faculty. The subcommittee did not recommend any changes to merit review policy for clinical faculty pending a broader examination of clinical faculty roles, rights, and responsibilities (see below). Several procedural recommendations were made by the clinical members of the subcommittee and forwarded to the Executive Associate Dean (who was also a member of the subcommittee). The Executive Associate Dean will call a meeting of all clinical faculty to discuss those recommendations, and will report back to Faculty Affairs on which recommendations have already been implemented, and which require further exploration.

However, the committee's discussion also led to several questions about the role of clinical faculty that have emerged as the number of clinical faculty within the School of Education has grown. As a result, the Faculty Affairs Committee recommends to Policy Council that it conduct a broad examination of the role of clinical faculty in the School of Education during the 2004-2005 academic year.

In addition, committee members discussed how merit review and other policies affected research faculty. Research appointments are similar to clinical appointments in some ways, yet the two types of non-tenure-track appointments also have important differences. Given that a large proportion of IU research faculty are appointed in the School of Education, a broad review of research faculty roles and responsibilities also appears to be warranted at this time.

In both cases, Faculty Affairs appears to be the appropriate committee to conduct the initial stages of the reviews.

Draft Date: April 19, 2004

Attachment B

Policy Recommendations for Professional Leaves Program for Clinical Faculty

Policy

Application Form

Indiana University**School of Education****Professional Leaves Program for Clinical Faculty****PURPOSE**

The primary role of a clinical faculty member in the School of Education is to teach and provide instructional supervision. To maintain current knowledge to teach, clinical faculty members may need to participate in activities to enhance their teaching activities. The clinical professional leaves program is offered to provide time for clinical faculty members to engage in activities to keep current in developments in their fields of service or enhance the reputation of the School and University.

A professional leave is not a leave which a clinical faculty member automatically "earns" by having been employed for a given period of time. Rather, it is an investment by the School in the expectation that the professional leave will significantly enhance the faculty member's capacity to contribute to the instructional objectives of the School. For this reason, professional leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Adherence to an approved plan is expected of a clinical faculty member. At the termination of the leave, and not later than three months after his/her return to the campus, the clinical faculty member shall submit a report of his/her activities to the Office of the Dean of the School of Education on a form available in the Dean's office. A copy of this report should also be delivered to the appropriate departmental chairperson or program head. This report must be filed because it will be attached to the clinical faculty member's application for a future professional leave before it is circulated to the committee. Acceptable programs must include a planned, organized, and productive set of activities designed to enhance the clinical faculty member's teaching skills and should emphasize:

1. Developing or enhancing teaching or technical skills, program or curriculum development, or research and service in support of teaching.
2. Other projects satisfactory to the School of Education Faculty Affairs Committee.

TERMS OF LEAVE

Professional leave will be for one semester at full salary or for one year at half salary. A professional leave need not be taken in a single academic year but may be divided over several years. The professional leave program requires that persons on professional leave devote full time to the teaching-related activities for which the leave is granted and will receive no salary or stipend from other sources than the University except that (1) persons

on leave for a year at half pay may engage in other activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incident to their activity.

ELIGIBILITY

A clinical faculty member in the School of Education at Indiana University is eligible for one professional leave during each period of seven year's full-time service (including time on professional leave), following the completion of the first six years of full-time service as a clinical faculty member.

For example, a faculty member may be granted one professional leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, a professional leave will not be granted within less than four years following a preceding professional leave. For example, a clinical faculty member who is granted professional leave in the twelfth year would not again be eligible until the seventeenth year. Leaves without pay do not count as part of the period by which eligibility for professional leave is determined, except that recipients of nationally or internationally competitive fellowships may count up to one year toward their next professional leave. The professional leave program applies only to persons who will return to their positions in the School of Education for at least one academic year following a period of professional leave. For example, a professional leave will not be granted for the last year of a clinical faculty member's service prior to retirement. To be eligible for professional leave, a clinical faculty member must agree to reimburse Indiana University for any salary, retirement contributions and insurance premiums paid during the professional leave in the event the clinical faculty member does not return for at least one year following the leave.

SCHEDULING

As far as possible, departmental schedules should be arranged so as to permit eligible members of the staff to take leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program. To facilitate planning, clinical faculty members who intend to apply for leave during any part of one school year must give notice of intention to apply to the appropriate departmental chairperson by September 15, and applications shall be submitted to the Executive Associate Dean no later than October 1 of the preceding school year. Application forms may be obtained from the School of Education web site.

ADMINISTRATION

Applications for leave will initiate with the eligible clinical faculty member. The application will be routed through the Dean's office for appropriate action.

Department

The departmental chairperson is responsible for assuring that no essential departmental

and student needs are jeopardized because of the number of faculty members in a given area on sabbatical or professional leave. The chairperson will attach a statement showing the proposed schedule adjustments to permit the leave. The departmental chairperson is also responsible for attaching a specific evaluation of the faculty member's project. The chairperson may utilize the advice of a departmental committee or of individual colleagues, here or elsewhere. Even if the chairperson does not approve the project, it must be forwarded to the Dean of the School of Education for review.

Executive Associate Dean of the School of Education

The Executive Associate Dean will determine eligibility for a professional leave.

Faculty Affairs Committee

The Faculty Affairs Committee of the School of Education will review the application and make a recommendation to the Dean about the proposal. The Committee may, at its discretion, ask the clinical faculty member for more information or suggest changes to the proposal and invite resubmission prior to making a final recommendation to the Dean. In arriving at its recommendation, the Committee will take into consideration the record of accomplishment on previous professional leaves and the instructional needs of the School. The Committee may call upon other members of the faculty or on outside experts for an evaluation of the merits of the proposal.

The Dean's Office may also ask the chairperson of the department if scheduling problems present obstacles to granting leave. If the number of otherwise acceptable applications for one semester or year is so great as to cause excessive expense to the School or an unreasonable increase in the teaching load of other staff, the Dean's Office will determine a schedule of priorities among the applications.

The applicant will be given the opportunity to make representation to the Committee, as well as to the Dean's Office, if recommended by the department chair, Committee, or Dean to support the application. The Dean of the School will notify the applicant of the final decision on the proposal and a copy of the notification will be sent to the appropriate department chairperson. However, a favorable recommendation by the Committee and the Dean of the School of Education establishes sufficient likelihood of a grant of professional leave so that applicants are justified in proceeding with plans and arrangements for leave.

**SCHOOL OF EDUCATION
APPLICATION FOR PROFESSIONAL LEAVE FOR CLINICAL FACULTY**

Name:

Academic Title:

Department:

Effective date of initial appointment as a full-time clinical member of the faculty of Indiana University:

Periods of previous professional leave:

Periods of leave of absence other than professional leave:

With Pay—

Without Pay—

Indicate period for requested leave. (Options include one semester at full pay, a full academic year at half pay, or a divided leave as described in the documentation of professional leaves for clinical faculty.)

Action by Department Chairperson: Please attach a statement (a) evaluating the proposed project and (b) explaining scheduling adjustments that can be made within the department. The evaluation may be based on advice from a departmental committee, from colleagues, or from external evaluators. Whether or not the chairperson approves the application, it must be forwarded to the dean of the School.

I (do) (do not) recommend the approval of this professional leave project. (Attach explanatory memo.)

(Chairperson)

(Date)

(If necessary, attach extra sheets)

1. **Title of Proposed Professional-Leave Project.**

2. **Description of Project.** Describe your project below. Make clear the purpose of the project and explain its rationale. Provide enough detail on procedures, time schedule, and resources so that the plan can be judged for thoroughness of planning and for feasibility. Explain how you intend to allocate your time to the different tasks you plan to undertake.

PLEASE NOTE: If you have submitted a grant application for the project you wish to pursue while on professional leave, you may attach a copy and on this page and the following page fill in any information that is not contained in the grant application.

3. **Location of Project.** State the principal location of your project. Indicate plans for travel and arrangements for use of libraries, laboratories, or work with colleagues at other institutions. If you plan to work at other libraries, archives, institutions, laboratories, or the like, please indicate whether you have yet secured permission to do so.

4. **Applicant's Qualifications.** Summarize your academic background and accomplishments related to this project that bear upon its probable success. Attach a current curriculum vitae and other relevant data.

5. **Sources and Amounts of Funds.** List sources and amounts of funds in the form of grant, fellowship, allowance for expenses, or payment for services (including approved teaching) during the period of the professional leave. (Please note that such funds must be paid for services which are consistent with the professional leave program. Therefore, most regular teaching, consulting, or similar activities may not be used to supplement a professional leave stipend.)

6. **Value to the School of Education.** Explain how this leave will provide value to the School of Education. As part of this explanation, note how your project meets the guidelines for professional leaves described in the professional leaves policy.

7. **Signature of Applicant.**

I have read the School of Education rules governing the professional leave of absence. I agree not to accept any employment during the period of leave that has not been explained in this application. *In the event I do not return for at least one year immediately following the professional leave, I agree to reimburse Indiana University for any salary, retirement contributions, and insurance premiums paid during the professional leave.*

(Signature of Applicant)

(Date)

Recommendation of the Faculty Affairs Committee

Approve as proposed

Deny (explain)

Approve with conditions (explain)

Signature of the Chair of the Faculty Affairs Committee:

(Chair)

(Date)

Decision by the Dean of the School of Education

Approve

Deny

Comments:

Signature of Dean:

(Dean)

(Date)

Attachment C

Policy Recommendations for Faculty Salary Equity Reviews

Policy

Guidelines for the Limited Review

Policy Recommendation for Faculty Salary Equity Reviews

From time to time, faculty salary equity reviews have been initiated by various units on the Bloomington campus. The most recent extensive review was mandated by the Board of Trustees in 1997. That review did not find any “systematic group bias in salaries on the basis of gender or minority status.” However, it did find “individual cases where women, minorities, and white males appeared to be lower in salary than warranted by their vitas. Also, certain whole cohorts based on years in rank were low in salary when compared to others.” Since that review, individual case reviews have been initiated by the Dean’s Office and brought to the attention of the Faculty Affairs Committee. These reviews have identified cases where salary adjustments seemed warranted.

Our review of the history of faculty salary equity reviews has revealed that:

- It is possible for inequities in faculty salaries to emerge over a relatively short period of time.
- Comprehensive reviews of faculty salary inequities have not been conducted on any regular or frequent basis. Consequently, any inequities that arise could reach high levels before being addressed.
- In addition to their inherent unfairness, unaddressed inequities may negatively impact personal and institutional morale as well as faculty effectiveness and retention, and are thus worthy of attention.
- Although it is very difficult to accurately measure salary inequities for individual faculty members in an academic unit such as the School of Education, reviews should be conducted on a regular basis to address any inequities that might exist.

Therefore, the Faculty Affairs Committee recommends that the following policy be adopted by the School of Education’s Policy Council:

Faculty salary equity reviews will be conducted on a regular basis to ensure timely remedy of major inequities in faculty salaries. A thorough, extensive review will be done once every six years, beginning in the 2007-08 academic year. A more limited review based on recommendations from department chairs will also be conducted every six years beginning in the 2004-2005 academic year. This will create a six-year cycle of reviews, ensuring that some form of review (extensive or limited) is completed every three years.