

## IUPUI School of Education Faculty Affairs/Budgetary Affairs Committee

### 2007-08 Annual Report

**Committee Members:** Mary Fisher; Tyrone Freeman; Linda Houser; Chris Leland (ex officio); Kelly Mielke (student representative); Keith Morran (Chair); Khaula Murtadha (ex officio); Pat Stites (ex officio)

The IUPUI Faculty Affairs/Budgetary Affairs Committee met monthly during the 2007-08 academic year. The Committee served in an advisory capacity to Dean Gerardo Gonzalez, Executive Associate Dean Khaula Murtadha (fall semester) and Interim Executive Associate Dean Chris Leland (spring semester) on budgetary and faculty affairs matters and also made policy recommendations on related matters. The following major issues were considered during the year:

**Financial Health:** Summary financial reports were reviewed by the Committee on a regular basis and discussed with Executive Associate Dean Khaula Murtadha (fall semester) or Interim Executive Associate Dean Chris Leland (spring semester). A wide variety of options were regularly discussed in relation to increasing revenues and decreasing expenses for the IUPUI School of Education.

**Summer Salary Cap:** The IUPUI School of Education has had a summer salary cap for several years (\$6,000 per three credit course in 2007). The Committee recommended a new policy on summer salaries that, in effect, would remove the cap and allow faculty to receive 10% of base salary for each three credit summer course provided that enrollments were 22 or more students for undergraduate courses and 18 or more students for graduate courses (prorated for less than the required number of students). This recommendation was accepted and will be implemented beginning with the 2008 summer semester (document attached).

**Clinical Faculty Sabbatical Leaves:** The Committee considered a proposal to provide paid sabbatical leaves for clinical faculty members. It was recommended that, due to budget considerations, the IUPUI School of Education should not offer sabbatical leaves for clinical faculty members at this time.

**Conference/Travel Support:** The Committee considered a proposal to increase the amount of conference/travel support available to faculty members. It was agreed that the current amount (\$500 if presenting a paper; \$300 if not presenting) is low; however, due to budget considerations, it was recommended that the amount not be increased at this time.

**Online Course Development:** The Committee discussed ways to encourage faculty to develop and teach online courses. It was recognized that when online courses are initially offered the enrollments may be somewhat low and this discourages faculty from teaching such courses. The Committee, therefore, recommended to Interim EAD Chris Leland that full-time faculty teaching on an overload basis be paid a \$333 for enrollments of 1-3 students and \$111 per student for four or more students up to a maximum of \$2,000. Full-time faculty teaching online courses during the summer will be paid according to the pay rules for summer except that both graduate and undergraduate courses will be prorated only if there are less than 18 students. Part-time faculty will be paid as usual for online courses; if the course is prorated it will be at \$83.33 per student (document attached).

**IUPUI Promotion and Tenure Dossiers:** In January the Committee received a charge from the Policy Council Agenda Committee to determine if the documents that are assembled for the IUPUI campus P&T Committee are sufficient for the School of Education P&T Committee to adequately evaluate candidates for promotion and/or tenure. In recent years IUPUI faculty members have had to assemble two separate dossiers since the guidelines differ between the IUPUI and IUB campuses. The Committee reviewed relevant documents and determined that the IUPUI campus guidelines differed from the core campus School of Education guidelines in three major aspects. First, the IUPUI guidelines limit the candidate's statement to five pages which is not the case for the IUB campus. Second, the IUPUI guidelines limit the body of the dossier (excluding the appendices) to 50 pages. Third, the guidelines call for the dossiers to be organized somewhat differently across the two campuses (most of the supporting documents are in the appendices for the IUPUI dossiers). The committee forwarded a document to the School of Education Policy Council recommending that IUPUI faculty assemble only one dossier according to IUPUI guidelines and that the School of Education Promotion and Tenure Committee be charged with familiarizing themselves with those guidelines in order to ensure fair consideration of IUPUI dossiers (document attached).

**Distance Education Fee:** Interim EAD Chris Leland requested that the Committee discuss and make a recommendation concerning a new distance education fee. The IUPUI campus administration has already approved the use of a distance education fee that students will pay in place of the current activity/athletic/technology fees. Following discussion, the Committee recommended a distance education fee of \$37.00 per credit hour that will be applied to all distance education courses.

Report submitted: April 8, 2008



IUPUI School of Education  
Policy Statement on Summer Salary

Beginning with the summer 2008 semester, the IUPUI School of Education policy on faculty summer salaries will be as follows:

Faculty will be paid ten percent (10%) of their base salary for each three credit course (or proportionately for other than three credits) taught during summer sessions for all undergraduate courses with enrollments of 22 students or more and graduate enrollments of 18 students or more. For undergraduate courses with less than 22 students or graduate courses with less than 18 students, faculty will receive a prorated salary based on the percent of enrollment as compared to the minimum required enrollment for their course (e.g., if a class has only 80% of the minimum enrollment, the faculty member would receive 80% of the salary that would have been received if the class met or exceeded the minimum enrollment). Three weeks prior to the beginning of the summer session for which a course is scheduled, if the course does not have the minimum enrollment of students at that time, the faculty member must make a decision to either not teach the course, or to teach it at the prorated salary amount if the required minimum enrollment is not eventually met. Faculty members may request summer teaching assignments of a maximum of six semester credits; however, the Dean of the School of Education (or his/her designate) will make the final determination of which courses are to be offered during any particular summer session. Although faculty requests for summer courses will be honored when feasible, faculty members are not guaranteed summer teaching assignments.

Recommendation of the IUPUI Faculty Affairs/Budgetary Affairs Committee  
October 8, 2007

IUPUI Faculty Affairs/Budgetary Affairs Committee  
Recommendation Concerning use of IUPUI Guidelines for Promotion and Tenure Dossiers

On January 17, 2008 the IUPUI Faculty Affairs/Budgetary Affairs Committee received a charge from the Policy Council Agenda Committee to determine if the documents that are assembled for the IUPUI campus P&T Committee are sufficient for the School of Education P&T Committee to assess candidates. Our Committee has discussed this issue and we believe that P&T dossiers assembled according to IUPUI guidelines will provide appropriate documentation for the School P&T Committee to evaluate candidates for promotion and tenure. Therefore, we recommend that IUPUI candidates for promotion and/or tenure be approved to submit dossiers prepared according to the IUPUI guidelines.

The guidelines for preparing P&T dossiers for the IUPUI campus are available at the following web site:

<http://faa.iupui.edu/resources.asp?unit=FAA&subgroup=Promotion%20and%20Tenure>

Please note that these guidelines specify that the dossier should be divided into the following sections:

- I. General Summary
- II. Candidate's Statement
- III. Documentation of Teaching and Teaching Scholarship/Evidence of Performance
- IV. Documentation of Research or Creative Activity/Evaluation of Professional Development
- V. Documentation of Service/Evaluation of Service
- VI. Appendices

It is further recommended that the SOE P&T Committee be provided with a copy of the IUPUI guidelines to aid in understanding how these dossiers will be organized. The key differences between the IUB and IUPUI dossier guidelines are that the IUPUI Candidate's Statement should be no longer than 5 pages, sections III-V of the dossier should be no more than 50 pages, and the entire dossier should fit into a single file folder (excluding the appendices; these are not forwarded to the campus committee unless requested). The appendices are to include documentation for all assertions made in the Candidate's Statement as well as other supporting documentation for teaching, research, and service (e.g., journal articles, grant proposals, syllabi, and course evaluations). By preparing their dossiers according to IUPUI guidelines, faculty members at IUPUI could simply remove the appendices before sending the dossier to the IUPUI P&T Committee, thus avoiding the need to prepare two separate dossiers.

Recommendation of the IUPUI Faculty Affairs/Budgetary Affairs Committee  
February 11, 2008

## School of Education Pay Policy for the Online Course Environment

During the March 5, 2008 meeting the Budgetary Affairs committee revised the Online Course Environment pay schedule for teaching in the online course environment.

- Adjunct faculty will be paid as usual. If the course is prorated it will be at \$83.33.
- For full time faculty teaching on an overload basis they will be paid a minimum of \$333 for one to three students. For more than three students the instructor will be paid \$111.00 per student up to a maximum of \$2,000.00.
- Full time faculty teaching in the Online Course Environment during summer sessions will be paid according to the pay rules for summer except that both graduate and undergraduate courses will be prorated based on 18 students.

Recommendation of the IUPUI Faculty Affairs/Budgetary Affairs Committee

February 22, 2008