

**INDIANA UNIVERSITY SOUTH BEND**

**Interdepartmental Communication**

TO: Associate Faculty

FROM: Alfred J. Guillaume, Jr.  
Vice Chancellor for Academic Affairs

SUBJECT: Merit Status

DATE: October 1, 2008

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**CALL FOR MERIT STATUS APPLICATIONS FROM ASSOCIATE FACULTY**

Associate Faculty Merit Status is awarded to individuals who have made a professional commitment to IUSB based on criteria relating to teaching, course development, student consultation, research, publications, performance, university and community service, and attendance at divisional and professional meetings.

**ELIGIBILITY:** A person is eligible for Merit Status if the person: 1) is currently employed by IUSB; 2) has taught the equivalent of six (6) years. Two terms (semester or summer session) comprise one year of teaching; and 3) has submitted a dossier for consideration for promotion to Merit Status prepared in accordance with the guidelines below. For more detail on the guidelines for preparing the dossier, please see pages 30-32 in the *IUSB Associate Faculty Handbook*.

**CRITERIA FOR SELECTION:** The award of Merit Status is based on an evaluation in the areas of: 1) teaching, and 2) research and/or creative activity; 3) or service to the university or community.

Evidence of outstanding performance in one area, and satisfactory performance in the second area, is required.

**BENEFITS:** Successful applicants will enjoy the following benefits: 1) After taking into account overall programmatic concerns and needs and following the assignment of full-time faculty, associate faculty who have attained Merit Status will then receive first consideration in assignment of classes in their area of expertise (up to 50% FTE). 2) An increase in base salary of 10 percent per course following attainment of Merit Status.

**REVIEW PROCEDURES AND GUIDELINES:** The Associate Faculty Advisory Committee will review Merit Status applications, and make recommendations to the Vice Chancellor for Academic Affairs. The decision of the Vice Chancellor for Academic Affairs is final.

Applicants should: 1) contact the office of the Vice Chancellor for Academic Affairs (520-4183) if there are any questions concerning eligibility; 2) prepare a dossier with assistance from the unit chairperson in accordance with recommended format; 3) submit the dossier to unit chairperson for final review by January 12, 2009; 4) the unit chairperson will then submit the dossier to the Vice-Chancellor for Academic Affairs Office by January 19; and 5) the Associate Faculty Advisory Committee will review, evaluate, and make recommendation to the Vice Chancellor for Academic Affairs by March 2, 2009.