**Biennial Review FAQ**

**Fall, 2015**

**Who must submit materials for the Biennial Review?**

All tenured faculty (except those on leave for at least one academic year during the review process) and instructors in their 7th or later year of continual contracts must submit materials for the biennial review. Pre-tenure faculty and instructors in their first six years of contracts may opt out, as may tenured faculty who were on leave for at least one academic year during the review process and tenured faculty tenured and/or promoted (to Associate or Full) effective Fall 2015. Opting out makes these faculty still eligible for the across-the-board raise, but not the additional compensation adjustment for Contributing Exceptionally.

**What is the deadline?**

Departments may set their own due dates for faculty materials to be received, but the date must be no later than September 20.

**What period will be reviewed?**

August 1, 2013 to July 31, 2015.

**What format will my materials need to be in?**

You will export your materials from FAD to a word document to allow you a chance to edit the document. You will need to save it as a PDF to upload the file into the FAD workflow.

**Do the grade distributions that are part of the FAD output need to be included?**

No, you do not have to.

**Do I need to upload my syllabi?**

Not for the Biennial Review. If you have used STORE FILE to upload them, you can delete the hyperlinks before you save and upload your final draft into the FAD Workflow.

**What are the page limits?**

Three pages for the report, but this does NOT include the table of your teaching activities generated by FAD or the advising portion generated by FAD. An additional 6 pages of attachments can be included; these attachments may be links from your report back to files you stored in FAD. Be aware that if you link your syllabus, for example, and it is 10 pages long, you are over the page limits.

**What course evaluations do I need to include?**

You need to include evidence of teaching effectiveness. For this review cycle, you do not have to include the University-wide student course evaluations. For the next review you will have to. The Faculty Senate has endorsed a University policy that states that students have the right to evaluate teaching. That policy, however, does not imply that those evaluations should be the sole source of information regarding quality of teaching. The Faculty Senate strongly encourages departments and colleges to use teaching evaluation systems with multiple sources of input that includes student, peer, and chairperson evaluations. If you have used STORE FILE to upload them, you can delete the hyperlinks before you save and upload your final draft into the FAD Workflow.

**Do I need to assign weights to each of my domains (teaching, scholarship, service, and other assignments)?**

Nope. We have replaced the weights from last time with ranks. You will need to assign ranks to each of your domains (teaching, scholarship, service, and other assignments). Teaching will be given a rank of 1 or 2 for all faculty, with an exception being possible only with the approval of the appropriate academic Dean.

**Where do I put these ranks?**

You can simply type the rank next to the name of each domain (e.g., Teaching: 1)

**If I have an “other assignment” but not one that came with a letter from Academic Affairs, how is this handled?**

The category of Administrative Assignments is meant to apply just to those with such letters (e.g., department chair, director of a center). Not everything for which faculty get release time falls in the category of Administrative Assignments. Any documentation or narrative statements for such work should go under the category which is most relevant. Often, this will not be Teaching. For example, material related to being Chair of the Faculty Senate belongs under University Service. Release time for work as editor of a journal would be recognized as Service to the Profession. Grant related work would fall under Scholarship.

**How many people will be allowed to be classified as Contributing Exceptionally?**

No more than 1/7 (rounded at the midpoint) of a department’s regular faculty will be designated as *Contributing Exceptionally* in any given biennium. This number is based on the eligible number of faculty, NOT on the number who actually apply. If a department believes they have more than the allotted number of faculty who are *Contributing Exceptionally*, they may nominate an additional member to the college committee. Each college will be allowed to have additional slots beyond the departmental allotment so that they may recognize a limited number of such individuals. The College of Arts and Sciences will be allotted five (5) additional slots beyond the departmental allotment; the College of Nursing, Health, and Human Services will have three (3); the Bayh College of Education, the Scott College of Business, and the College of Technology will each have two (2); and the Library will have one (1). This nomination by the department does not guarantee a designation of *Contributing Exceptionally* at the college level, nor the associated additional compensation adjustment. The college committee must respect the intradepartmental ranking.

**What happens if I am classified as Contributing Exceptionally?**

In years when salary adjustments are possible, 5 to 15% of the increase of the salary pool will be held for distribution to those achieving *Contributing* *Exceptionally* levels of performance at the college level.

**What does being classified as Contributing mean?**

You are doing your job well. Most faculty will place into this category.

**How many people will be expected to be classified as Contributing Below Expectations?**

There are no quotas for this category.

**What happens if I get categorized as Does Not Meet Expectations in a single domain?**

Those faculty members whose performance in any area (teaching/librarianship; scholarship/creativity; service; or administrative assignment) is designated *Does Not Meet Expectations* will be required to develop an improvement plan. This plan must be accepted by their accepted by their Department Chair and Dean. Failure to agree to submit an improvement plan will lead to lack of eligibility for any salary adjustment effective December of the review year. Failure to show improvement by the end of the designated improvement period may lead to additional consequences.

**Since it takes only classification of Does Not Meet Expectations in a single domain to cause an improvement plan to be implemented, what happens if the department chair and department committee don’t agree on classifying a faculty member as Does Not Meet Expectations?**

This disagreement would have to be resolved in the same way that disagreements about overall evaluations would be (p. 3 of the *Indiana State University Faculty Performance Evaluation Model* document, points 3c and 4).