Submission of Departmental Policy Statements

The Bloomington Faculty Council has passed resolutions that require each unit (department, school, college) to establish policies in various areas and to provide a report or copies of policy statements to the Dean of the Faculties Office. Copies of the relevant BFC actions are attached for your reference. These policies are to be filed electronically in the Office of Academic Affairs and Dean of the Faculties Office and must be kept up-to-date. Please check to be sure you have submitted your unit’s most recent version of the following:

1. **Unit Criteria and Procedures for Promotion and Tenure.** The unit as a whole must review these documents at least once every five years.

2. **All documents explaining or interpreting promotion and tenure criteria,** including sample letters to referees.

3. **Salary-setting criteria and procedures.** This document should clearly show how salary setting occurs and should include reference to the weight given to teaching and service as well as research contributions.

4. **Teaching Evaluation Policies and Procedures.** All current policies including how teaching is evaluated during recruitment interviews, annual reviews, etc.

5. **Departmental Rights and Regulations for non-tenure-track faculty.**

   *N. B. If you have non-tenure track faculty in your unit, or intend to appoint them (clinical faculty, lecturers or academic specialists), your unit policies must explicitly describe salary, reappointment, and promotion policies for all these classifications of appointees (UFC resolution, February 13, 2001).*

It is especially important that your unit policies are specific with respect to each type of academic appointee. An excerpt of the policy is attached for your reference. For example, note the voting rights and privileges of both tenure/tenure-track and non-tenure-track faculty. I appreciate your cooperation in ensuring that **ALL** of the above unit policy statements are current. If there are changes in your policy statements please forward electronic copies of your documents to Marsha Trowbridge at marsrric@indiana.edu no later than **May 1, 2008.** If there are **NO** changes to your policy statements for 2008-09, please e-mail confirmation to that effect to marsrric@indiana.edu. Thank you.

*N. B. This document is also available on the Office of Academic Affairs and Dean of the Faculties website at: http://www.indiana.edu/~deanfac/*.