

(DRAFT--11-18-93)

UAB SCHOOL OF EDUCATION

BELIEFS ABOUT SERVICE RELATED TO FACULTY ROLES AND REWARDS

1. SERVICE, TEACHING, AND SCHOLARLY ACTIVITY ARE EACH CONSIDERED TO BE ONE-THIRD OF FACULTY EXPECTATIONS AND EVALUATION.
2. AT THE BEGINNING OF EACH YEAR, AND OCCASIONALLY DURING THE YEAR, A FACULTY MEMBER CAN NEGOTIATE WITH THE DEPARTMENT CHAIR TO ALTER THE WEIGHTING OF THE THREE AREAS OF FACULTY PERFORMANCE. WITH THE APPROVAL OF THE DEAN, WEIGHTING OF THE THREE AREAS CAN BE ADJUSTED. (EACH AREA MUST REPRESENT AT LEAST 20% OF EXPECTATIONS, AND UNTENURED FACULTY MUST DEMONSTRATE PROFICIENCY IN ALL THREE AREAS PRIOR TO BECOMING TENURED.)
3. FACULTY SERVICE MAY INVOLVE SERVICE TO THE LOCAL COMMUNITY (PARTICULARLY TO SCHOOLS AND AGENCIES); STATE, REGIONAL, AND NATIONAL ORGANIZATIONS; AND THE ACADEMIC DEPARTMENT, SCHOOL OF EDUCATION, ACADEMIC AFFAIRS, AND UAB IN GENERAL.
4. SERVICE TO LOCAL SCHOOLS AND AGENCIES AND TO THE DEPARTMENT AND SCHOOL OF EDUCATION ARE PARTICULARLY VALUED. SERVICE TO THE DEPARTMENT AND SCHOOL IS A BASIC EXPECTATION OF ALL FACULTY.
5. IT IS NOT EXPECTED THAT EACH FACULTY MEMBER WILL EXCEL IN ALL TYPES OF SERVICE MENTIONED IN #3 ABOVE; HOWEVER, IT IS EXPECTED THAT ALL FACULTY WILL ~~HAVE SIGNIFICANT~~ *Be involved* ~~INVOLVEMENT~~ IN SERVICE MENTIONED IN #4 ABOVE.
6. WITHIN PROGRAMS AND DEPARTMENTS, IT IS POSSIBLE TO DEVELOP COLLECTIVE SERVICE PLANS THAT COULD MEET OVERALL EXPECTATIONS FOR THE UNIT AND FOR INDIVIDUAL FACULTY.
7. WHEN REVIEWING FACULTY DEVELOPMENT GRANTS, PRIORITY WILL BE GIVEN TO GOOD PROPOSALS THAT RELATE TO SERVICE TO THE LOCAL COMMUNITY, THE ACADEMIC DEPARTMENT, AND THE SCHOOL OF EDUCATION.
8. STRONG CONSIDERATION WILL BE GIVEN TO SERVICE TO LOCAL SCHOOLS AND AGENCIES, THE ACADEMIC DEPARTMENT, AND THE SCHOOL OF EDUCATION WHEN DISCRETIONARY SALARY MONEY IS ALLOCATED.

Dec. - for meeting



The University of Alabama at Birmingham
School of Education/Office of the Dean
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April 23, 1992

Mr. Nevin Brown
AAHE
One Dupont Circle, Suite 360
Washington, DC 20036-1110

Dear Nevin,

It was good to see you again at UAB. I'm sorry we didn't have more time to talk since I find your comments to be interesting and stimulating. I hope your visit went well--it is always a pleasure to have you with us.

You indicated an interest in the faculty evaluation procedures within the School of Education. As I explained, we have 100% of raises based on merit (a true merit system) and we emphasize teaching, scholarly activity, and service equally. We don't just say that, we actually do it!

From 1987-89 our school faculty affairs committee studied, revised, discussed, and finally got support from the faculty for new standards. While they are not perfect, a copy of the appropriate pages from our school faculty handbook is enclosed. I hope they are useful to you. This is a topic of particular interest to me so please let me know what you think and if I can be of further assistance.

Also (and relatedly), I noted on the back page of the last AAHE Bulletin that AAHE plans to start a new forum on faculty roles and rewards. Since I am enjoying academic administration, I would not want to consider directing the effort; however, if there are ways to be involved in the planning, etc., please let me know. Having been a department chair for 14 years and a dean for 5 years I have spent lots of time dealing with those issues. Also, they are a major area of personal interest. Please keep me in mind if appropriate opportunities develop.

MERIT SALARY PROGRAM - UAB SCHOOL OF EDUCATION

DISCRETIONARY

The Dean's discretionary fund focuses on salary adjustments, equity, and promotion.

EXCEPTIONAL MERIT

Fifty percent of all monies available for faculty salary raises will be earmarked for exceptional merit. The money available for exceptional merit will be distributed equally for each category. If no one qualifies for the top level in exceptional merit in any of the three categories of teaching, service, and research/scholarly activities, the money will be distributed at the next lower level.

	<u>Teaching (33 1/3%)</u>	<u>Service (33 1/3%)</u>	<u>Research/Scholarly Activity (33 1/3%)</u>
EH 3	A percent share of 20% of available funds for this category, plus percent shares from below	A percent share of 20% of available funds for this category, plus percent shares from below	A percent share of 20% of available funds for this category, plus percent shares from below
EH 2	A percent share of 30% of available funds for this category, plus percent shares from below	A percent share of 30% of available funds for this category, plus percent shares from below	A percent share of 20% of available funds for this category, plus percent shares from below
EH 1	A percent share of 50% of available funds for this category, plus percent shares from below	A percent share of 50% of available funds for this category, plus percent shares from below	A percent share of 50% of available funds for this category, plus percent shares from below

MERIT

Fifty percent of all monies available for faculty salary raises will be initially earmarked for merit. The money available for merit will be divided equally for each category. Monies not expended, due to non-meritorious performance, will be placed into the exceptional merit pool.

<u>Teaching (33 1/3%)</u>	<u>Service (33 1/3%)</u>	<u>Research/Scholarly Activity (33 1/3%)</u>
A percent share of available funds for this category	A percent share of available funds for this category	A percent share of available funds for this category

NO MERIT

Faculty who do not qualify for merit salary adjustments will receive zero salary adjustment.

To qualify for merit and/or exceptional merit salary increases, faculty members must perform in the categories of teaching, service, and research/scholarly activities as agreed upon by the faculty member, respective departmental chairperson, and the Dean as specified in the faculty member's yearly objectives formulated in the fall or as renegotiated throughout the year using the School's Policies and Procedures, Section 3.5 D, E, & F.

The Standard

Service embraces activities within the University as well as those that occur outside the structure of the University, and it may take a wide variety of forms. University governance includes activities required to study university needs, to decide procedures for meeting those needs, and to implement those decisions. The University of Alabama at Birmingham is a complex organization, and its effectiveness and harmony require the conscientious participation of many people. Faculty members are responsible for contributing to the myriad of processes that move the University forward in carrying out this mission. On the other hand, faculty members are also responsible for engaging in public service to local, state, national, and/or international agencies and organizations. These kinds of activities involve professional or profession-related service outside the University that enhances the faculty member's value to the University and/or constitutes a recognition of ability and experience, accomplishment, and professional standing such that the University's own prestige and standing are acknowledged and enhanced by having a member of its faculty undertake such activities. Service outside the University ranges from community or local government to international levels; and it includes working with governmental or semi-public bodies and agencies, private groups or foundations, professional societies and associations, and public/private schools. Such service should produce favorable effects upon the profession and not be primarily entrepreneurial in nature.

Documentation

Evidence of service contributions includes, but is not limited to, the sources listed below. Such evidence encompasses evaluation of faculty members' performance of the activities by those served, peers, committee heads, and administrative supervisors.

University Governance

- * Selection for membership and/or leadership roles in the University/ University College committees or other representative bodies.
- * Selection for membership and/or leadership roles in School/Department standing or ad hoc committees.

- * Performance of administrative responsibilities at the departmental, School, College, or University-wide level for which on-load credit is not given. These administrative responsibilities include, but are not limited to, such activities as: graduate advisor; undergraduate advisor; program coordinators; director of laboratories, centers, research projects, institutes, service units, etc.
- * Selection for special assignments, such as representing the University at state, regional, national or international meetings.

Public Service to Local, State, National, and International Agencies and Organizations

- * Election to offices in professional associations and learned societies.
- * Service on state, national, or international committees of professional organizations.
- * Service as consultant on problems appropriate to faculty member's discipline.
- * Conducting workshops, serving on reviewing/selecting groups for non-scholarly-oriented activities, and serving on accreditation boards at state, regional, national, or international levels.
- * Presentations to groups not directly related to the education profession, e.g., service/leadership/community organizations.
- * Activities that strengthen the relationship between the University and public/private schools or other educational/governmental institutions, agencies, or organizations.
- * Receipt of special service recognition, honors, or awards from public, private, or professional organizations--including fellowships, personal grants, or other meritorious honors.

UAB ANNUAL FACULTY INFORMATION FORM - 1992-1993

Name _____ School _____ Education _____
 Department Curriculum and Instruction Rank _____ Date of Appointment _____

I. Teaching and Student Activities

A. Teaching

1. Courses Taught: (Give the course number (e.g. CS 330-25), number of credit hours, and number of students enrolled.)

Summer 1992	Cr.	No.	Fall 1992	Cr.	No.	Winter 1993	Cr.	No.	Spring 1993	Cr.	No.

Additional Instructional Responsibilities (Include off-campus, mini-term, and other special courses taught.)

Term	Course	Credit/Noncredit	Compensated or On-load

2. Other teaching activities: (course development, supervision of student teaching or practica, experimental or innovative teaching, teaching awards, etc.)

B. Student Activities: (include such activities as advising, member or chair of graduate committees, work with graduate assistants, student associations or organizations. etc.)

Number of Undergraduate Advisees: _____ PhD/EdD Committees: _____

Number of Graduate Advisees: _____

EdS Committees: _____

Advisor for _____ student organization/honorary

_____ student organization/honorary

Other student/advising information and/or activities:

II. Service Activities

A. Professional Activities: (includes leadership or participation in professional associations, media-related activity, etc.)

B. University and School Service: (include committee work, service activities, etc.)

1. Department:

2. School of Education:

3. Academic Affairs:

4. UAB:

C. Professional Service: (include inservice activities, accreditation activities, etc.)

III. Consulting Activities (Give name of agency and amount of time)