

1. Fellows

a. Appointment

The director and associate director shall create ad hoc committees for the review of applications for fellows. The committee shall recommend a candidate or rank preferred candidates and submit its recommendation to the director, who makes the actual appointment. Each fellow appointment committee shall include at least one member from the steering committee. Other faculty members with relevant subject-matter expertise and potential mentors shall also serve on committees. Existing fellows are also eligible to serve.

b. Participation

Fellows are invited and expected to contribute to the mission and the life of the institute and to their own governance.

c. Supervision, evaluation, compensation, and reappointment

Normally, each institute fellow shall be appointed to a 2-year, renewable term. The director shall make all decisions about reappointment and compensation (including annual raises) in consultation with the Fellows Review Committee (FRC). The FRC shall consist of four institute fellows, elected each September (or whenever an FRC member departs) by current fellows by secret ballot. Each existing fellow shall name four different, existing fellows for service on the FRC, two from the natural sciences and two from the remaining subfields in order to ensure balanced representation and ease evaluation. Fellows may vote for themselves. The top four vote-getters on the ballot shall comprise the FRC. No fellow may serve on the FRC for two years in a row.

The FRC's main duty will be to prepare an annual performance evaluation of the Fellows for the director. The FRC shall evaluate each fellow based on three criteria:

1) scholarly and research accomplishments, including both publications and grants

Examples
<p>Field-Specific Goals</p> <ul style="list-style-type: none">• <u>Natural or social sciences</u>:<ul style="list-style-type: none">• authorship on at least 2 publications, ideally first or senior author on at least 1• apply for funding (regardless of outcome)• <u>Law</u>: single-author publication (published or accepted for publication)• <u>Historical studies</u>:<ul style="list-style-type: none">• progress made on a single-authored book manuscript, journal articles, and public history projects• <u>Business</u>: one first-authored paper• <u>Art</u>: an exhibition, curatorial, publication <p>Research</p> <ul style="list-style-type: none">• Contribution in some form to work done for ERI-aligned, collaborative or interdisciplinary projects (e.g., involvement in one of the ERI clusters)• ERI related field work or data collection/building <p>Academic Dissemination</p> <ul style="list-style-type: none">• Present at a conference/meeting/workshop (whatever makes most sense for your field)• Present at the ERI Symposium, and other IU venues (departmental seminar, guest lecture, etc.)

2) advancement of the institute’s goals, including capacity-building, dissemination to non-academic audiences, and implementation for real-world impact

Examples
Options can vary widely depending on career goals and personal interests.
Institutional Capacity-Building
<ul style="list-style-type: none">• Guest lecture.• Teaching.• Lead or co-lead a methods or special-topics workshop for undergraduates, graduate students, or faculty.• Undergraduate or graduate student mentorship.• Contribute to a facility/service center/research resource.
Outreach
<ul style="list-style-type: none">• Podcasts• Op-eds, Letters to the editor, Blog posts• Science fairs and events• Creative activities• Talks for a general audience, brown bag / informal events on campus• Citizen science initiatives• K-12 education program development
Implementation
<ul style="list-style-type: none">• Policy briefs• Collaboration/interaction with state/local government or non-profit organizations• Practical deliverables to local communities

3) contributions to the life of the institute and fellow activities

Examples
<ul style="list-style-type: none">• Contribution to ERI’s newsletters• Participation in organizing ERI or ERI-supported events• Participation on a fellow or steering committee working group, subcommittee or special project, or other administrative tasks• Participate in ERI interactions with visiting experts• Participate and help organize gatherings for fellows, either informal and social, or formal and oriented toward e.g., research, implementation, or professional development

Activities primarily benefitting fellows’ long-term career development and advancement, such as teaching or professional service, while strongly encouraged, are not considered in the evaluation process.

On March 1 of each year, fellows shall submit updated CVs and annual reports describing their activities in each of the three areas of evaluation. The examples listed above are not meant to be exhaustive. Fellows will be encouraged to list their accomplishments and make a case for their importance in the annual reports, which have a recommended 2-page limit. If a fellow believes it to be necessary, they may include a recommended contact person that the evaluation committee may reach out to if a listed activity or accomplishment is too difficult to evaluate (i.e., journal/venue is unknown to anyone on the FRC, etc).

The reporting period for the annual report shall end on February 15, thereby giving fellows two weeks to prepare their report, without creating a rush to update the report leading up to the deadline.

The FRC shall submit its evaluation to the director by March 15. The FRC members will read research publications and other materials submitted by each fellow. Each member shall assign numerical scores to each fellow, not to exceed the following:

- 1) research accomplishments and scholarly activity: 5
- 2) advancement of the institute’s goals: 3
- 3) contributions to the life of the institute and fellow activities: 2

The following scoring rubric for each of these categories should be used as a rough guide.

1	2	3	4	5
Needs improvement & guidance		Satisfactory/sufficient		Exceptional

1	2	3
Needs improvement & guidance	Satisfactory/sufficient	Exceptional

1	2
Did not contribute	contributed

Each fellow, including those on the FRC, will be evaluated by the FRC. A rotation of evaluators will be determined such that (1) each fellow is evaluated by 3 FRC members, (2) no FRC member evaluates themselves, and (3) all FRC members are given an equal workload (each FRC member would evaluate 9 fellows).

The FRC will discuss each of the scores of the three members, and each member will defend his/her scoring based on the criteria and the relative accomplishments compared to other fellows. The FRC should submit the cumulative scores for each criterion for each fellow to the director. For example, if—after discussion—one committee member rates a fellow’s research accomplishments as 4 and the other two rate the fellow as a 5, then the FRC shall submit to the director a score of 14 for that criterion. A total cumulative score of 20 out of 30 across the 3 categories will be deemed satisfactory, with scores above 20 considered as exceeding expectations. The FRC shall submit to the director the final cumulative scores as well as a summary of the FRC consensus. All deliberations of the FRC shall be confidential. The director (or a deputy) shall inform each fellow of his/her evaluation via email in the form of a qualitative summary, before setting up an in-person meeting if requested/desired. Cumulative scores may be shared with the fellows if requested. In addition to annual compensation increases with the advice of the FRC, the director may increase compensation at any time as part of a retention plan.

The director may ask the FRC for counsel on any matter.

Fellows should air grievances with the director unless the director has a conflict of interest in the grievance. In cases of conflict or appeal, the chain of grievance-hearers after the director is the Vice President for Research, followed by the Vice Provost for Faculty Affairs, the Faculty Mediation Committee, and then the Faculty Board of Review. See “Grievance and Review Procedures of the Bloomington Faculty,” BL-ACA-D22, at: <https://vpfaa.indiana.edu/files/policy-pdfs/bl-aca-d22-grievance-review-faculty.pdf>