



POLICY TITLE	Faculty Compensation	Policy Number	358
Section	Human Resources	Approval Date	July 1, 1999
Subsection	Compensation and Benefits	Effective Date	July 1, 1999
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 Base Faculty Salary

4.1.1 Initial Base Salary for New Faculty

1) At the recommendation of the dean of the respective school in consultation with the department chair and the Director of Human Resources, the Senior Vice President for Academic Affairs will recommend to the President the initial base (academic year) salary of all new faculty members. For purposes of this statement, "faculty member" refers to any employee whose compensation is based on the faculty compensation program.

4.1.2 Base Salary Increases

1) Base salary increases are generally awarded annually (beginning with a new fiscal year). Annual salary increases are funded through the legislative process utilizing additional state tax funds and tuition revenue. Individual faculty base salary increases shall be determined utilizing the faculty member's respective school's faculty compensation formula. School formulas may award no less than 20 percent of the identified annual increase percentage for meritorious faculty activities as defined by the respective school's compensation program.



4.2 Hourly Compensation

4.2.1 Hourly faculty (adjunct and overload) compensation schedules are established annually by the Board of Trustees. A current schedule may be obtained from Human Resources.

4.3 Alternate Method of Base Salary Increase

4.3.1 If funds are available within a school, that school may recommend alternate methods for base salary increase provided those methods are approved by a majority vote of the faculty in the school.

5.0 PROCEDURES

5.1 In accordance with this policy, each school shall develop a faculty compensation program.

5.1.1 Each school's faculty compensation program shall be developed by a School Salary Committee consisting of the dean and one (1) faculty member from each department. Each school's salary committee is to be chaired by a faculty member. Committee members are to seek input from each faculty member in his/her department.

5.1.2 Each school's faculty compensation program and any changes thereto shall be approved by a majority vote of the respective school's faculty members and shall then be reviewed by the President's Council for ratification to ensure compliance with this policy and current employment law (such as non-discrimination, equal pay).

5.1.3 Each school's faculty compensation program shall include the following:

1) Formula for determining annual salary increases: Formula must require that no less than 20 percent of each faculty member's potential annual increase be achieved through the respective school's approved merit activities.

2) List of merit activities and the potential value of each merit activity toward the merit portion of the annual salary increase. Merit activities may not include activities in the faculty job description (i.e., development of curriculum outlines and instructional materials) with the exception of professional development, service on Faculty Senate, service on Faculty Senate committees, school committees, and service on university-wide committees.

3) A document (worksheet) listing approved merit activities and potential value to be completed and submitted annually by each faculty member to the respective school salary committee.

4) Specific procedures for distributing salary increase funds to faculty salaries within the respective school which may be unearned by individual faculty members through merit activities.



5) Timelines for processing/recognizing merit activities including, but not limited to, prior approval of merit activities, deadlines for completion of activities each year, time lines/instructions for submission of annual merit document (worksheet) by individual faculty members, process for appeal, and distribution of unearned merit portion to faculty salaries within the school.

5.1.4 Annually, the potential salary increase shall be determined by the Board of Trustees after consultation with Faculty Senate. Each dean shall then receive from administration a list of current faculty in his or her respective school. This list will include current annual base salary and potential percent salary increase available. Using this information, each dean shall calculate the new annual base salary by applying the school's formula and report the new annual base salary through the Budget Office to the Senior Vice President for Academic Affairs for implementation.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity