

## Section IX. Compensation and Salary

### A. Service Periods and Pay Periods

As defined in Article IX, Section 4(c) of the *Statutes*, minimum salaries for various faculty ranks shall be determined by the Board of Trustees. The minimum for eleven months' service shall be approximately two-ninths greater than the minimum for the academic year (nine months service). Additionally, the *General Rules*, Article IV, Section 1 (h), require all employees rendering service on a twelve-month basis (eleven months service with one month vacation) shall be compensated in twelve equal monthly installments except when an appointment effective date or termination date results in a partial month service as defined by the Monthly Pay Date below. *General Rules* also require employees, with the exception of assistants, rendering services during the academic year (nine months) to be compensated in twelve equal monthly installments or on a pro rata basis for shorter periods. Standard Service Definitions are as follows:

#### Standard Service Definitions

- 8/16-8/15 Appointment Year
- 8/16-5/15 Academic Year
- 8/16- 12/31 Fall Semester
- 1/01-5/15 Spring Semester
- 5/16-8/15 Summer Term
- 8/16-9/15 (example) Monthly Pay Period (16<sup>th</sup> of current month to the 15<sup>th</sup> of next month)

Actual service may not be for the full period indicated. For partial month service, pay is calculated based on the number of actual days worked (Monday-Friday) compared to the total number of work days (Monday-Friday) in the pay period. A brief explanation of the service basis and the standard period of service versus period of payment are listed in the table below:

Service Basis	Standard Period of Service	Period of Payment
9/9: 9 months service paid over 9 months	8/16-5/15	8/16-5/15
9/12: 9 months service paid over 12 months	8/16-5/15	8/16-8/15
10/12: 10 months service paid over 12 months	8/16-6/15	8/16-8/15
12/12: 12 month service paid over 12 months including allowable vacation	8/16-8/15	8/16-8/15
Summer Pay: Applicable to 9/12 faculty, and 10/12 employees during their non-service period only.	5/16-8/15	5/16-8/15
Summer Session: 4-week session	5/19-6/13*	5/16-6/15
Summer Session: 8-week session	6/16-8/8*	6/16-8/15

\*Summer session periods of service will vary slightly from year to year, however the period of payment will remain the same.

### B. Mid-Year Salary Increase Guidelines

Salary increases ordinarily occur as part of the annual budget cycle and are effective August 16 at the beginning of the appointment year. Mid-year salary increases will not be approved except in limited and well-defined circumstances. Such circumstances include: 1) responding to a

demonstrable salary inequity within the employing unit when there are compelling reasons to make the adjustment outside the normal process; 2) countering an immediate written offer to an employee either from outside the University or from another unit; and 3) recognizing a significant change in an employee's duties and level of responsibility. In the latter case, a change in title is not in itself sufficient. There must be a real and clearly noticeable change in the position as of the date of the increase. Requests for mid-year salary increases should be accompanied by a statement of justification and forwarded through the normal departmental and college personnel approval channels to the Office of Faculty Affairs Human Resources for Provost review and approval.

### **C. Request for Exception to Limit on Summer Appointment**

The *General Rules*, Article IV, Section 1(e) provides for members of the faculty who are required to render service during the academic year to engage in Summer Session teaching or to perform research or other services during a period not exceeding two months, and receive, for each month of such service, additional compensation at the rate of one-ninth of the full-time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon the advance approval of the Chancellor. Staff members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer. For staff members rendering services partly on a twelve-month basis and partly on an academic year basis, this regulation applies only to the twelve months portion.

Exceptions to the above two-month limit must be approved in advance and the [Request for Exception to Limit on Summer Appointment](#) form must be completed, certified and approved by all required parties.

### **D. [Compensation Beyond Full-Time](#) (Overcompensation)**

The *General Rules*, Article IV, Section 1(f) do not allow full-time employees to receive compensation for services in excess of a normal schedule within the University except for a reasonable amount of instruction in continuing education courses or grading of special examinations. The *Statutes*, Article IX, Section 5(c) allow exceptions to this rule “in special cases which are approved by the dean of the college of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the chancellor shall be secured.”

When exceptions are made to this rule, they must be made with advanced written approval before services are performed and all exceptions should be held to a minimum. The services performed must be clearly outside the scope of the employee's regular position. Reasonable expectations or limitations of *pro bono* service obligations are expected to be established within the employee's department and college that are consistent with the research, instructional, and public service commitment of the college.

Requests cannot be made on a regular basis; they must be for irregular, temporary service and cannot interfere with the employee's normal full-time position. The availability of funds can only be one of the factors, which will justify additional compensation. If on-going payments for services are sought, the unit might want to consider redefining the job description with appropriate changes to the duties and compensation, rather than repeat overcompensation requests. For complete guidelines and request form access the [Overcompensation Policy/Form](#).

## **E. Faculty Salary Equity Review**

Faculty members who believe that their salary is not equitable may request a review. Because market factors can vary to a considerable degree from discipline to discipline, equity review petitioners should seek counterparts within their own discipline or, in the case of small departments, in closely related disciplines. To be acceptable for review, the petition must describe a discrepancy between the salary of the petitioner and the average of the appropriate counterparts that exceeds seven percent of the petitioner's salary.

After receiving the petition, the departmental/unit executive officer will meet with the petitioner to determine (with the help of a standing or ad hoc committee, if necessary) whether the petitioner has named appropriate counterparts. If further review is warranted, the petition is referred to a standing or ad hoc committee appointed by the executive officer. When the committee has completed its review, its recommendations are communicated in writing to the executive officer, who is charged with making a decision. The unit executive officer's decision is communicated in writing to the petitioner and for purposes of review to the administrator to whom the unit executive officer reports. This administrator will review all materials examined at the departmental level and will assess whether fair and proper procedures were followed and whether the decision at the departmental level was sound.

When a salary inequity has been found to exist, the administrator (generally dean) will make a salary recommendation to the Provost. The Provost will review all documentation and make a final decision. If the Provost determines an inequity exists, a salary equity adjustment will be made beginning with the monthly pay cycle in which the approval was granted. Retroactive salary increases cannot be allowed.

## **F. Retroactive Salary Increases**

The State will not permit the University to make retroactive salary adjustments. The policy regarding this issue allows a salary increase to become effective at the beginning of a pay period only if final written approval is obtained prior to the first of the month in which the increase is paid. Therefore, if a retroactive salary increase has been approved and is to be effective on October 16, the final approval must be obtained by the paying unit prior to November 1, for the increase to be paid on November 16. Exceptional circumstances may warrant a deviation from this policy; however these circumstances must be fully documented and presented in writing to the Provost for review. If the circumstances are determined to be the result of a clerical or administrative error, approval may be given. All retroactive salary increase requests for faculty must be submitted to and approved by the Provost.

## **G. Counter Offers**

Retention of faculty resulting from either a bona fide counteroffer or as a pre-emptive retention measure may result in a salary increase offer to the faculty member. These salary increases should be negotiated with the faculty member to be effective at the beginning of the academic/appointment year, i.e., August 16<sup>th</sup>. Exceptions to this date require supporting justification from the department head, approval from the Dean of the College and the Provost before a commitment can be made. Justification for mid-year salary adjustments for matching offers should include a copy of the offer letter for the outside institution or agency. If this is not possible, a statement indicating the institution/agency making the offer, the contact person's name

and title with that institution/agency, and the terms of the offer should be provided. See also Mid-Year Salary Increase Guidelines, Section IX, Item B.