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4.1 SALARY SCHEDULE

4.1.1 Full-Time Faculty

Faculty members on twelve-month appointments receive 20 percent of the nine-month salary for full-time instruction (six semester hours) during the summer term.

The University establishes competitive salaries for prospective faculty members. Prior to advertising for a faculty line, a hiring range is established based upon College and University Professional Association (CUPA) data, identified peers and other academic professional organizations. That identified range of approximately \$5,000 allows chairs and deans latitude in negotiations while considering institutional budgetary realities.

Faculty who successfully receive a promotion receive the following fixed salary increase:

Instructor to Assistant Professor: \$3,000

Assistant to Associate Professor: \$7,000

Associate to Professor: \$10,000

A compensation incentive strategy is provided for full Professors, intended to reward and recognize their commitment to the institution and its students, continued scholarly and research productivity, innovative and effective teaching, and continuous improvement.

Faculty members who have served in the rank of Professor for a minimum of five years may elect to submit a portfolio highlighting accomplishments since their last promotion/review for internal review and assessment. The portfolio, due by April 1 of the candidates' fifth year, allows for inclusion of accomplishments from year five and must be consistent with the expectations of teaching, research, and service as outlined in the Faculty Handbook. The portfolio would be reviewed by the department chair, dean, Vice President for Academic Affairs and Provost, and a subcommittee of the University-Wide Promotion and Tenure Portfolio Review Committee (consisting of full Professors). No departmental review would occur in order to mitigate the possibility of lower-ranked faculty members reviewing full Professors; however, department chairs would solicit feedback from departmental peers as part of his/her rating. Department chairs undergoing review would be evaluated by a collective rating of three department chairs from other departments as selected by the college deans and agreed upon by the candidate.

Evaluators of the portfolio would use a rating scale of 1-5 (highest) for the areas of teaching, research/creative performance, and service. Candidates would choose the following percentages for each category, based upon their preference and accomplishments, but accomplishments must occur in all three evaluative areas to be considered:

50% teaching, 25% research/creative performance, 25% service
50% research/creative performance, 25% teaching, 25% service
50% service, 25% teaching, 25% research/creative performance

Successful candidates for the professor incentive compensation would receive a flat \$5,000 salary increase. Unsuccessful candidates would receive feedback from the appropriate dean and be eligible to apply in subsequent years. Final determination for successful candidates would be made by the President, in consultation with the Vice President for Academic Affairs and Provost. Successful faculty members must wait five years before submitting another portfolio for review.

Faculty employed prior to August 15, 2018, will not experience a reduction in current salary (including research stipends) based on the transition from the faculty salary schedule.

4.1.2 Adjunct Faculty

Faculty employed on an adjunct basis are paid on an established adjunct rate per credit hour or contact hour.

4.2 SUPPLEMENTAL PAYMENTS

4.2.1 Administrative Supplement

Chairs of departments and other faculty on special additional assignment may receive a supplement to their annual academic salary and/or a reduced teaching load according to the scope and responsibility of the department or special assignment.

4.2.2 Summer Employment

Faculty on nine-month appointments are given preference when additional staffing is needed for the summer term. Compensation is based on an established percentage of the nine-month salary. Any non-tenure-track faculty member who served in a nine-month faculty contract the year prior who is recommended for employment during the following summer term will be paid the established percentage of the nine-month salary rather than the established adjunct rate.

4.2.3 Interim Session Employment

If not a part of the basic employment agreement, supplemental payment for instructional or related assignments for courses or workshops conducted in interim sessions will be based on proportionate salary, adjunct rates, or other fixed amount, according to the nature of the assignment and agreement. Interim session courses should be approved a semester in advance by the department chair and college dean.

4.2.4 Instructional Overload

When exigencies require temporary assignment to instruction on campus beyond the established normal load, supplemental payment will be made on the adjunct faculty rate. Overloads are taught by faculty on a voluntary basis and must be approved by the department chair and college dean.

4.2.5 Off-Campus Instruction

Faculty members assigned to teach on an overload basis in off-campus locations beyond the immediate vicinity receive supplemental payment for the term in a fixed amount. If the assignment is part of the regular load, supplemental payment will be in the form of travel reimbursement only. These assignments must be approved by the department chair and college dean.

4.2.6 Distance Learning Compensation

Faculty, including adjunct faculty, will be compensated with the equivalent of a three-credit-hour overload payment for each initial development of a distance learning undergraduate or graduate course. The College of Nursing online program is exempt from this compensation proposal. Multiple faculty may participate in development of a distance learning course, but the compensation cannot exceed the equivalent of a three-credit-hour overload payment.

4.3 PAYMENT PROCEDURE

4.3.1 Tenure-Track Faculty

Faculty contracts, according to the faculty salary scale, are given on the academic year with summer employment being on an as-needed basis except for librarians and some earlier twelve-month faculty contracts. Faculty members are paid on a monthly basis in arrears as of the first of each month. Because of the nature of other benefits, faculty on nine-month appointments receive their compensation in equal monthly installments spread over the twelve-month period, unless other arrangements are approved by the Vice President for Business and Financial Affairs.

New members of the faculty, whose appointments begin with the fall term, will be paid on a monthly basis in arrears as of the first of each month; however, the first and last months of the pay period will be prorated for days worked.

4.3.2 Non-Tenure-Track and Adjunct Faculty

Faculty on full-time, non-tenure-track appointments are normally paid in 12 monthly installments with the first and last months of the pay period being prorated for days worked. Faculty on adjunct appointments are paid in three equal installments beginning on October 1 for the fall semester and on March 1 for the spring semester.

Non-tenure-track or adjunct faculty are employed for a specific period of time and all salary, wages, and/or other benefits will cease at the end of the specified contract term. Non-tenure-track faculty who are initially employed for a full academic year, and who

are not reemployed by an official written offer and acceptance prior to April 1 of that academic year, will be treated for personnel and payroll purposes as if they will not be reemployed and will be paid in full on the June 1 payroll. All university contributions to benefits will cease May 31 of that year.

Non-tenure-track faculty who are reemployed after April 1 of any year will be treated as new employees beginning with their new contract.