4. SALARY

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4.1 SALARY SCHEDULE

4.1.1 Full-Time Faculty

Rates of compensation for full-time faculty members are based on a salary schedule for the academic year of two semesters (nine months). The salary schedule recognizes academic rank, highest degree level, appropriate experience, and merit or market value in a system in which numerical weights are assigned to each category. The salary for the academic year is determined by application of the sum of the weights to a common base figure. (See Appendix 4.A)

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.

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, are required to start their employment during the last part of the month of August for which no payment is immediately made. The first paycheck will be received on September 30 of the contract year. The faculty member is paid through the end of the month of May even though commencement and the close of the spring semester takes place prior to the end of May, which compensates for the time at the beginning of the initial contract period.

4.3.2 Non-Tenure-Track and Adjunct Faculty

Faculty on full-time, non-tenure-track appointments are paid through the term in equal monthly installments. 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 (9-10 months), 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. The contract amount 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.