



Policy 04:030 – Faculty Salary Administration

Salary Administration for faculty is comprised of an across the board percentage increase, contingent upon available funding. Additionally, when a faculty member is granted promotion, the University ensures that the faculty member's new salary is equivalent to at least the established threshold for his or her new rank and discipline.

Using CUPA-HR salary survey data, thresholds are examined annually and adjustments to the thresholds are made periodically based upon the results of the examination and availability of funding. The University also analyzes faculty salary data each year to ensure that salaries are equitable across gender and racial lines. The University strives to achieve and maintain minimum individual faculty salaries by rank and academic discipline which are at 95% of the corresponding CUPA-HR averages of appropriate peer institutions.

Faculty salary increases are disbursed through the annual salary administration process as a part of the annual operating budget approved by the Board of Trustees.

FACULTY SALARY ADMINISTRATION PROCEDURES FOR THE APPLICATION OF POLICY 04:030

The University Salary Review Committee shall provide the President with salary data to be used in salary administration for the coming academic year. The Committee shall identify and recommend appropriate Peer institutions and present the latest CUPA and University data to include:

1. Average faculty/librarian salaries by colleges and by rank/academic discipline for the identified peer institutions and for the University (CUPA "colleges" will be composites of disciplines contained in corresponding colleges within the University);
2. The University's actual dollar and percentage deviations by categories of rank/academic discipline and by college from corresponding CUPA peer averages;

3. A listing of individual University faculty/librarian salaries indicating actual dollar and percentage deviation from the CUPA average for corresponding rank and academic discipline;

The President shall designate a portion of available faculty salary funds to be applied exclusively toward attainment of CUPA-HR peer averages by rank and academic discipline.

Allocations of designated “CUPA-HR Funds” shall be made to colleges and the library proportionate to their respective deviations from the appropriate CUPA averages. Deans (after consultation with appropriate department chairs) and the library director shall, upon approval by the Vice President for Academic Affairs, use “CUPA-HR Funds” to enhance individual salaries which are below 95% of corresponding CUPA-HR rank/academic discipline averages.

The following general guidelines shall be employed to determine appropriate salary adjustments for individuals who are below CUPA-HR rank/discipline averages:

- Years of experience
- Possession of terminal degree, date earned, and other qualifications/credentials
- Annual evaluations
- Extent of deviation from appropriate CUPA-HR average
- Other appropriate factors

The President shall monitor progress toward salary goals and provide an annual report to the University.

Approved 05/2019