

## Policy 04:030 – Faculty Salary Administration

Salary Administration for faculty and instructors is comprised of an across the board percentage increase, contingent upon available funding. The University strives to achieve and maintain minimum individual faculty salaries by rank, year, and academic discipline which are at 95% +1% per year at current rank (not to exceed 110%) of the most recently published CUPA-HR averages of appropriate peer institutions.

Additionally, when a faculty member is granted promotion, the University ensures that the faculty member's new salary is equivalent to at least 95% of the most recently published CUPA-HR average for their new rank and discipline. After promotion, the faculty member will receive an increase to the 95% benchmark of the most recently published CUPA-HR data or a flat rate (determined and published annually by the Provost's office), whichever is greater. The flat rate option will be no less than \$3,500 for promotions to Senior Instructor and Associate Professor or \$5,000 for promotion to Professor. Promotion-related salary increases go into effect the September pay period after the promotion is approved.

CUPA-HR salary survey data is published by the Provost's office each summer semester. Thresholds are examined annually and adjustments to the thresholds are made 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. If a faculty member is not promoted within the recommended timeframe (six years), salary will not exceed 95% of the CUPA-HR average for the subsequent rank.

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 Faculty Salary Committee will collaborate with Staff Senate to review the University's selection of CUPA peer institutions every five years. Based on this review, faculty and staff senates will identify and recommend appropriate peer institutions for the CUPA comparisons.

The President and Provost will review salary data to be used in salary administration for the coming academic year. Data for this review will include:

1. Average faculty/librarian/instructor salaries by colleges and by rank, year, and 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, year, and academic discipline and by college from corresponding CUPA peer averages;

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

The President and Provost 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.

When there are not enough CUPA-HR Funds to align all faculty salaries with the stated goals, the following criteria shall be used to prioritize and determine appropriate salary adjustments for individuals who are below CUPA-HR rank, year, and academic discipline averages:

- Years in rank
- Extent of deviation from appropriate CUPA-HR average
- Years since last adjustment for the individual faculty member
- Possession of terminal degree

The President and Provost shall provide an annual report of the CUPA-HR salary survey data and progress toward salary goals to the University.

*Approved 05/2022*