Faculty-Staff Handbook Section 3420 – Faculty Salaries

Reason for the change:
The primary Regents policy change affecting this section is the delegation of approval of salaries to the president. In addition, there is simply a lot of material in this FSH section that does not accurately reflect current policy or practice regarding salaries. There is also information about additional compensation that should be more appropriately stated in FSH 3480.

The recommendation is to move the information about additional compensation to FSH 3480. It is also recommended that the policy reference the UI Salary Model and Guidelines to reflect practice over the past five years.

UI FACULTY-STAFF HANDBOOK
CHAPTER THREE: 3420
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
July 2000

3420
FACULTY SALARIES

PREAMBLE: This section describes the procedures used to determine faculty salaries, including salaries for summer session, salaries for other teaching activities not covered by the basic appointment, and additional compensation for administrative appointments. Cf. SBOE, Governing Policies and Procedures II.N.b, RGP II.G.

NOTE: It is the Regents' policy to define "faculty" for purposes of salary and other reporting purposes as follows: "Faculty" includes all persons whose specific assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold the academic rank-titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. Report in this category deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Do not include teaching or research assistants or medical interns or residents. (For Idaho reporting purposes, it has been agreed to report deans, associate deans, and assistant deans as executive/administrative.) [State Board of Education Governing Policies and Procedures, Section II: Personnel Policies and Procedures, Subsection II.G. Compensation, paragraph b-1[ Policies Regarding Faculty.] The material in this section was all an original part of the 1979 Handbook. Revisions since that time have been minor; with regard to subsection B-2 it is worth noting that the caveat that UI's salary-adjustment guidelines are constrained by legislative and regents' actions was added in June 1988 while F-1 was modified slightly at the same time so as to clarify the regents' intents concerning payments for work done above and beyond regular duties. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost's Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151).

[ed. 7-00]

CONTENTS:
A. Funding
B. Salary Adjustment Guidelines
C. Salary Determination
D. Faculty Teaching Not Covered by Basic Appointment
E. Summer Session Salaries
F. Compensation for Services in Addition to Regular Duties
G. Additional Compensation for Administrative Appointment

A. FUNDING. Salaries of instructional personnel are funded from the general-education budget and are limited to the academic year except for persons who perform administrative or service functions that the president determines must be provided on a 12-month basis. Otherwise, fiscal year appointments are permitted when salaries for the period not covered by the academic year can be funded from other budgets, such as those for the university-related experiment stations and bureaus or the Cooperative Extension Service. Personnel on academic year appointments may be given separate appointments for service outside the academic year with salaries funded from the summer-session budget, college summer-faculty budgets, or such other budgets as the president may direct. In either case, the salary is paid in biweekly installments throughout the year (the amount of each payment is determined by dividing the annual salary by 2088 and multiplying the quotient by 80).

B. FACULTY SALARY-ADJUSTMENT GUIDELINES.
NOTE: When the faculty established these guidelines in the late 1960s, it intended that the salary-adjustment process (see 3420) be implemented in the light of these principles insofar as the UI administration has latitude for the exercise of discretion within constraints imposed by the legislature or the regents.
B-1. SALARY ADJUSTMENTS. Factors to be considered in recommending salary adjustments are:

a. Cost of Living. First consideration is given to cost-of-living adjustments for all faculty members. This adjustment should be a uniform percentage of the salary of each faculty member at a given salary level, but need not be the same percentage at all salary levels.

b. Promotions, Inequities, and Special Situations. Second consideration is given to: (a) adjustment of inequities, and (b) providing for special situations.

c. Incentive. Third consideration is given to providing an increment, in addition to the authorized cost-of-living adjustment, as an encouragement to those whose service has been sufficiently deserving. Departmental administrators and deans, in consultation with their faculties, may establish criteria for this level of salary increase and may establish two subcategories within it.

d. Outstanding Performance. Final consideration is given to rewarding those whose performance is recognized by virtually all observers as exceptional. Subject to budgetary constraints and applicable presidential directives, departmental administrators and deans may determine the size of such increments.

B-2. GUIDELINES AND SAFEGUARDS. Application of the factors described above should be governed by the following principles (these are not necessarily in any order of importance):

— a. Continuous effort should be made to raise salary minimums and averages for the various ranks up to those prevailing at comparable institutions (i.e., the median for the institutions listed by AAUP in category I).

— b. When adjustments are made in the salary brackets for the various ranks, attention should be given to providing equitable treatment of all faculty members rendering satisfactory service to UI.

— c. Faculty members whose performance is consistently rated as superior can expect their salaries to increase over time to the top of the bracket for their rank.

— d. Faculty members whose performance is consistently rated as satisfactory can expect their salaries to increase over time as follows: (a) instructors, senior instructors, assistant professors, and associate professors—to the top of the bracket for their rank; and (b) professors—through 75 percent of the bracket for their rank.

SALARY MODEL. Each year the budget office issues Salary Guidelines, which provide information on how to apply the University's Salary Model given the fiscal issues relevant to the upcoming fiscal year. The Salary Model is maintained by the office of institutional planning and budget and can be read at www.its.uidaho.edu/ipb/salarymodel.htm.

B-3. CONSULTATION PROCEDURES.

a. In matters of salary adjustments, the primary role of the Faculty Council's Budget Liaison Committee is to participate in the determination of the total amount of money to be made available for these adjustments. In applying these guidelines, the provost should work closely with the Faculty Affairs Committee and the Council of Academic Deans.

b. The Faculty Council is keenly interested in salary-adjustment matters and expects that, when they are being considered by the Faculty Affairs Committee, the chair of that committee will keep the council informed of the committee's recommendations so that the Budget Liaison Committee may, in turn, be informed of the manner in which the guidelines are being applied.

c. A faculty member who believes that his or her salary is not equitable has recourse to the Affirmative Action Office. [See 3210 A.] may grieve the salary recommendation through the Faculty Appeals Hearing Board, 3840.

C. SALARY DETERMINATION. [Remains Unchanged]

D. FACULTY TEACHING NOT COVERED BY BASIC APPOINTMENT (EXCLUSIVE OF SUMMER SESSION). Entirely Removed

E. SUMMER SESSION SALARIES. Entirely Removed

F. COMPENSATION FOR SERVICE IN ADDITION TO REGULAR DUTIES. Entirely Removed

G. ADDITIONAL COMPENSATION FOR ADMINISTRATIVE APPOINTMENTS. Entirely Removed