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EXECUTIVE POLICY BULLETIN NO. 5 (INTERIM)
April 28, 1993

**Guidelines for Salary Administration
at
Marshall University**

As an institution of higher learning Marshall University is committed to salary policies which are fair and easily understood, reflect market conditions and provide for merit. The following policies reflect those commitments.

CLASSIFIED STAFF

The university, as a part of the West Virginia higher education system, is committed to a statewide, market-oriented, equitable system of classification and salary administration. When funds are provided by the Legislature for classified salary increases, with sufficient flexibility, Marshall University will have as its first and foremost policy the full funding of the classified system before awarding any across-the-board-increases.

NON-CLASSIFIED STAFF

The university is committed to a market-oriented, merit-based system of salaries for its non-classified staff. When funds are available those principles will be followed in awarding salary increases.

FACULTY

Marshall University's highest priority is to provide the most equitable compensation possible to its faculty. It recognizes the need to respond to differential salary expectations of the various disciplines, the responsibility to guarantee minimum salary schedules regardless of discipline, the importance of rewarding

outstanding performance, and the necessity of addressing increases in costs of living which affect all members of the faculty.

When the university secures funds that could be made available for salary increases, without restrictions, those funds would be utilized to: Implement the minimum salary schedule (WV State Code 18B-8-2); provide salary increases which recognize disciplinary differences and adjust inequitable pay, and provide salary increases which reward meritorious performance. (Legislative restrictions on salary increases would be addressed first in any salary increase process.)

I. Promotions

As promotion is an important form of recognition of meritorious performance, the first allocation each year will be to assure the mandated ten percent increase which comes with promotion in rank.

II. Minimum Salary Schedule.

Those remaining funds available for salary increases will be used to implement the minimum salary schedule with the goal of having all faculty being on the minimum schedule as prescribed by rank and years of service on a pro rata basis. Henceforth, after the 1993-94 academic year, this section will not apply.

III. Distributions to Recognize Discipline and Rank Differences and Adjust Inequitable Pay.

Distributions to Colleges, Schools and Departments.

Nine tenths of the funds remaining after implementation of Parts I and II above would be used to close the gap separating the Marshall average salaries from the Board of Trustees-approved peer group (see attachment A) average salaries by discipline and rank as provided by the College and University Personnel Association (CUPA.) The funds would be distributed to all disciplinary groups in proportion to need, where need is defined as the amount necessary to be added to bring a discipline to the disciplinary average within the peer group. In some cases the average for the discipline would be calculated by college

and school with the dean/director acting on faculty recommendation dealing with the unit as a whole.

Distributions within Departments

Continuing with the principle of discipline- and rank-sensitive salary allocations and recognizing the fact that the salaries of most faculty members are substantially below discipline peer averages, funds distributed to departments will be divided into two parts to address two kinds of needs. One part would be used to help alleviate possible past inequities and the second would provide equal percentage raises within the disciplines.

One-half of all funds provided under this section shall be distributed in an effort to achieve a minimum of 90 percent of discipline averages and the balance shall be allocated on a pro rata basis. No discipline shall receive more than 100 percent of its peer average until all disciplines are at 100 percent of peer average.

IV. Distributions to Reward Meritorious Performance

The remaining portion of the salary funds would be distributed to colleges and departments to address merit as follows: First, one third of these remaining funds would be distributed by the dean in consultation with department chairs. Second each department or school would distribute the other two thirds based on a faculty committee recommendation. Merit awards will not be added to the base salary and shall not be less than \$1,000.

FACULTY COMPENSATION POLICIES

Additional Compensation Policy

1. Additional compensation for non-teaching responsibilities may take the form of reassigned time as detailed in Executive Policy Bulletin No. 1, except, in some circumstances faculty members may choose to negotiate with their immediate supervisors for additional compensation in lieu of reassigned time.

2. Additional compensation above and beyond a faculty member's base salary as a result of research contracts or other grants from the federal government, state government, foundations, private corporations or others may be appropriate. Approval of the president is required.

3. Faculty members on sabbatical or other paid leave will not normally be eligible for additional compensation for research or administrative duties.

4. Additional compensation for a teaching overload is permissible, consistent with university policy.

Faculty Salary Equity

Marshall University is committed to fair and equitable salaries for its faculty based on rank, discipline, years of experience and performance. (Departments or schools may develop and seek approval for an alternative to this definition for equity.)

Faculty Salary Schedules

Marshall University is committed to the full funding of the minimum faculty salary schedule as outlined in the West Virginia Code (18B-8-2). Beyond the minimum salary schedule, individual departments/schools/colleges may develop a salary system which revolves around an average but takes into account minimum and mean/median salaries by discipline for assistant, associate and full professors. Such salary plans must be based on CUPA-reported (or another approved source) discipline salaries for the university's peer group and must receive prior approval of the Vice President for Academic Affairs before implementation.