

## Introduction

This policy defines the procedure for setting the salaries for full-time academic employees. It is intended for use by the deans, the provost and the HR coordinator to determine the salary payable to each full-time academic employee.

## Definitions:

1. An *academic employee* is an employee whose main responsibility within the university constitutes teaching, research, student supervision, and/or the administration of a teaching or research program.
2. For the purpose of this document, a *full-time* academic employee is an academic employee who is hired by the university at 100% time during an academic year and with an annual or multi-year contract. This policy does not apply to adjunct or visiting faculty, or faculty who are hired on course-by-course basis.
3. *Academic salary* is the salary paid to a full-time academic employee for teaching a full load of courses (18 TCPs) during the 9-month academic year (normally late August to late May). In some cases, with the Dean's and Provost's approval, some teaching during the academic year can be substituted with teaching during summer months. The academic salary is the benchmark for setting salaries for all full-time academic employees.

## Setting the Academic Salary

The academic salary is set on the basis of academic rank (Instructor, Senior Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor). Years of service, degrees obtained, field of specialty, and scholarly accomplishments determine the rank and salary within normative ranges for each rank. The Dean with Provost's approval sets the academic salary for each full-time academic employee.

## Salary for Full-Time Academic Employees with no Administrative Appointment

The salary paid a full-time academic employee with no administrative appointment is the academic salary. Although the appointment is for the 9-month academic period, the salary is paid in 12 equal monthly installments. Such an employee can charge up to 1/3 of the academic salary to extramurally funded research projects during the 3 summer months. If this amount can be determined in the beginning of the academic year (July 1), it may also be paid in 12 equal monthly installments. Subject to approval by the Dean and the Provost, the employee may "buy-out" TCP credits at the rate of 1/18 academic salary per TCP through extramurally funded grants. Such an employee may also be paid for teaching extra courses (beyond the required 18 TCPs) during the summer period with the rate determined by the Dean and approved by the Provost. However, the total pay for the year from all sources may not exceed 4/3 the academic salary.

As mentioned above, with Dean's and Provost's approval, some teaching during the academic year can be substituted with teaching during the summer months. If TCPs are awarded for summer teaching, no additional pay beyond the academic salary is gained.

## Salary for Full-Time Academic Employees with Administrative Appointment

A full-time academic employee with administrative appointment, e.g., a Program Chair, a Dean, an Associate Dean, or the Director of a Research Center, is provided a certain number of TCP credits for his/her administrative work during the academic year. In addition, the employee is expected to spend time during the summer months on administrative duties. The number of TCP credits given and the number of summer months required for administrative work depend on the position and are agreed upon between the employee, the Dean (in the case of a program Chair) and the Provost.

For these employees, the salary is calculated according to the formula

$$\text{Salary} = (\text{Academic Salary}) * (1 + x/9) + \text{Stipend}$$

where  $x$  is the equivalent number of summer months required for administrative duties and *Stipend* is an additional payment in recognition of the leadership position assumed by the employee. Both  $x$  and *Stipend* are determined by the Provost, in consultation with the Dean in case of Program Chairs or Associate Deans. Such an employee may receive additional pay from extramurally funded projects or for extra summer teaching (beyond the required number of TCPs). The pay for extra summer teaching is determined by the Dean and approved by the Provost. However, the total pay received from all sources may not exceed 4/3 of the academic salary plus the *Stipend*.

For academic program positions, such as Program Chair, Associate Dean, and Dean, the costs for the TCP credit during the academic year, the pay for the extra summer administrative work, and the *Stipend* are all paid out of the corresponding program budget.

For Directors of research centers, the costs for the TCP credit during the academic year, the pay for the extra summer administrative work, and the *Stipend* must be paid through funds generated from extramurally funded grants and projects.

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