

Procedure Number: 240	Effective Date: 19 June 2018
Policy Title: Full Time Faculty Salaries	Revised: 28 September 2018
Approval Date: 19 June 2018	President's Signature: On File

## **FULL-TIME FACULTY SALARIES**

### **INTRODUCTION:**

In accordance with Section §18B-8-2 of the Code of the State of West Virginia, WLU BOG Policy 58, and WLU Policy 245, West Liberty University establishes the following procedure to govern the distribution of annual merit, external competitiveness, and senior faculty salary enhancement increases to full-time faculty of the university. All salary increases are contingent upon available funding. Overall administration of the faculty compensation management policy is the responsibility of the Provost, in collaboration with the Chief Human Resources Officer and the Vice President of Finance and Administration and is subject to the direction of the President.

### **I. FACULTY COMPENSATION REVIEW COMMITTEE**

The Faculty Compensation Review Committee, as specified by WLU Policy 245, shall meet annually as soon as is practicable following Board of Governors approval of the high-level budget for the following fiscal year. The agenda of this meeting may include:

- A) Receive the Faculty Salaries Report from the CHRO. This report will include:
  - 1) An overview of faculty salaries for each rank relative to the comparator group
  - 2) A report of the amount being awarded to faculty members for promotion in rank
  - 3) A report of the amount being awarded to faculty for terminal degree completion
  - 4) A report of the amount being awarded to faculty based on the Senior Faculty Salary Enhancement program
  - 5) A report of any across-the-board COLA salary increase being awarded per state mandate or administration determination
  - 6) The amount of additional funding budgeted for faculty salary increases for the next fiscal year
- B) Review and make recommendations to the provost regarding the following:
  - 1) starting salary minimums (even numbered years);
  - 2) any internal equity adjustments recommended by the CHRO;
  - 3) market equity adjustments (even numbered years). The Committee may recommend the use of Section III of this procedure, or an alternative process for addressing market equity.
  - 4) if necessary, regarding the percentages to be used in calculating merit and external competitiveness salary increases. If only merit pay is to be calculated, this is not required.
- C) Consider for approval any discipline-specific comparator list

### **II. ANNUAL MERITORIOUS PERFORMANCE**

When funding is available, full-time faculty will each receive the amount of merit earned as determined by their department chair and college dean, per their established evaluation criteria. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive their designated level of merit pay from the available funds, with the exception that faculty on sabbatical leaves or leaves of absences will not be eligible for merit pay in the subsequent year. The amount of merit salary increase will be established by utilizing the three tiers of merit and the percentage determined through the recommendation of the Faculty Compensation Review Committee, with approval of the Provost.

### **III. EXTERNAL COMPETITIVENESS SALARY INCREASES**

External (Relative Market) Competitiveness, if utilized, will be based on a comparison of each faculty member's previous year's base salary with the most current available comparator benchmark for faculty of

the same rank and discipline. Three Competitiveness Tiers are available. Those whose base salary for the previous year was 20% or more below the median for their academic rank and discipline will be placed in the top tier and receive the most credit for this factor. Those whose previous year's base salary was between 1 and 19% below the median for their rank and discipline will be placed in the second tier and receive the second highest amount of credit. Those whose previous year's base salary was at or above the median for their rank and discipline will be placed in the bottom tier and receive no credit. Each full-time faculty member who was employed in the preceding academic year and reappointed for the next academic year will be eligible to receive a competitiveness increase. The amount of External Competitiveness pay will be based on the percentage determined through the recommendation of the Faculty Compensation Review Committee and approval by the Provost.

An explanation of the calculation used to determine the salary increase will be provided to the faculty with their next Notice of Faculty Appointment. Each faculty member will retain salary increases derived from Steps III & IV with the net value of each step annualized to the base salary.

#### **IV. SENIOR FACULTY SALARY ENHANCEMENT**

At the conclusion of the fifth academic year following the final promotion for which the faculty member qualifies, and every five years thereafter, each faculty member's Faculty Performance Activity Reports shall be reviewed for a possible salary adjustment. If the faculty member has received a rating of "Meets" or "Exceeds" in all categories, and a "Yes" on Professional Conduct, and their base salary does not already exceed the comparator average salary for their rank and discipline by 20% or more, that faculty member shall be eligible to receive a 3% salary increase beginning with their next Notice of Appointment. This increase will be in addition to any other increase they may be awarded for merit, equity, or other reason.

If a faculty member wished to delay this review by one or more years, they may make this request in writing to the appropriate academic dean. If the request is approved by the dean and the Provost, the review will be postponed as requested.