

FACULTY COMPENSATION PROCEDURES

DEFINITIONS

- A. **CIP Code:** Classification of Instructional Programs codes from the the National Center for Education Statistics
- B. **Cost of Living Adjustment (COLA):** An adjustment in salary and Range as determined by university administration to address inflationary pressures.
- C. **Position:** A defined role within the organization with specific responsibilities, qualifications, and compensation, which adjusts as faculty advance in rank and transition to new position numbers.
- D. **Midpoint:** The median salary of a position as determined by CUPA data related to CIP code, rank, and tenure status.
- E. **Range:** The Range is the minimum to the maximum. The minimum is 15% below the Midpoint or the 5th percentile, whichever is highest and the maximum is 15% above the Midpoint or the 95th percentile, whichever is lowest.

SALARY STRUCTURE

Contingent on funding availability, all salaried employees' salary and wage adjustments such as merit, equity, general or any other salary or wage adjustments shall normally occur once each year to be effective at the beginning of each new fiscal year (July 1). Salary or wage adjustments that have an effective date other than July 1 must be approved by the Provost and the President via an employee modification or by other processes outlined by the Budget Office.

- A. Salaries and Ranges will be informed through Higher Education labor market trends including CUPA to fairly compensate employees for the tasks assigned to their Position.
- B. The Ranges are available for current employees on their Compensation Dashboard on the Human Resources Portal.

POSITION PLACEMENTS & SALARY INCREASES

- A. Salaries, Ranges, and adjustments will be based on an employee's relation to Midpoint and other similarly comparable faculty placements.
- B. When an employee is hired in a Position the Range Midpoint and other faculty placements within the Range will be accounted for in initial placement. The Range is intended to cover the lifecycle of the Position. A candidate's years of related experience may be taken into consideration on placement; however, candidates must be placed within the Range that was advertised.
- C. When applicable, adjustments for rank advancement as defined in policy 6.1 will occur at the beginning of each fiscal year (July 1).
 - a. Rank advancement adjustments, regardless of tenure track status, adjust the base salary as follows:
 - i. Lecturer to Assistant Professor- \$2500

- ii. Assistant Professor to Associate Professor- \$4000
 - iii. Associate Professor to Professor- \$6000
- D. WaFSEC will submit a recommendation each year with the Compensation Council for distribution of COLA and include requests for faculty increases based on relation to Midpoint.