Procedure IV.4001.A.b, Faculty Salaries

Associated Policy
Policy IV.4001.A, Compensation

Procedure
Faculty salaries are based on the Board approved salary or rate schedule adopted by the Board of Trustees and published annually by the Human Resources Department. Faculty members' salary placements are based on the following schedule:

- Department Chair
- Earned Doctorate
- Master's degree plus 48 graduate hours
- Master's degree plus 36 graduate hours
- Master's degree plus 18 graduate hours
- Master's degree
- Bachelor's degree or equivalent

Adjustments to faculty salaries due to a change in education level are made two times per academic year, at the beginning of the fall semester and spring semester, according to payroll deadlines. Faculty will advance to the next appropriate grade level at completion of coursework beyond their current salary grade level. Faculty may receive credit for graduate level coursework, completed above the master's degree in accordance with the applicable provisions below:

- Faculty desiring to qualify course work for salary increments must submit a completed Course Work Approval Form to the Provost, preferably in advance of enrollment. Faculty must also arrange for official transcripts verifying completion of qualified course work to be sent to the Human Resources Department, as applicable.
- Faculty may receive credit towards salary increments for up to 36 graduate semester hours above the master's degree in the teaching field without the course work being applicable toward a doctorate degree plan.
- A faculty member may receive credit toward salary increments for graduate credits above the master's degree but out of the teaching field, provided that (a) the course work is in a related field, and (b) there is no graduate course work practically available in the teaching field. Credit for salary increments under this provision will be made up to and including the earned doctorate.
- Academically recognized terminal degrees will be considered equivalent to an earned doctorate for faculty Board approved salary or rate schedule purposes. Final decision on which degrees are considered terminal resides with the Provost and the Deputy Chancellor & President.
- Documentation verifying the applicability of all course work for hours above the master's degree must be submitted to and approved by the Provost in order for the course work to

qualify for salary increments. A degree plan from the institution attended will satisfy this requirement.

- All credit applicable toward salary increments must be earned from regionally accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional U.S. Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case by case basis and must be evaluated by a recognized credential evaluation agency.
- Advancement to Department Chair salary grade level is defined by the Instructional Procedure: Selection of a Department Chair.
- Department Chair salary grade level compensation is inclusive of any educational advancement attainment while serving in that capacity.
- Department Chairs may request a transfer to a full-time faculty teaching position, subject to availability. Employee performance, behaviors, and values must be at an acceptable level to be considered for placement. Compensation will be adjusted to correlate with education and experience at the appropriate faculty salary level.

Definitions

Terminal Degree: The highest university degree that can be awarded in a specific academic or professional track or discipline. Final decision on which degrees are considered terminal resides with the Provost and the Deputy Chancellor & President.

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Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources