

**UNIVERSITY POLICY FOR ACADEMIC AFFAIRS**  
**Policy No. UPAA-15**  
**Faculty Salary Increases**

**1 General Information.**

1.1 Scope: Policy regarding the distribution of faculty salary increase funds to units and individuals.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: June 17, 2021

1.4 Effective Date: July 27, 2021.

1.5 History: Original date of passage and effective date was July 1, 2004. Amended November 13, 2006. Amended June 17, 2010. Amended on April 23, 2014. Revised April 2021.

1.6 References: W. Va. Code §18B-8-2.

1.7 Objectives: To provide a balanced policy framework which allows tenured and tenure-track, and term faculty to be compensated equitably with their discipline peers at other SREB Category 3 institutions and which rewards individual meritorious performance in the distribution of salary raises and adjustments.

**2 Policy.**

**2.1 Salary Increases**

2.1.1 The institution will annually provide funds other than the salary increase pool for the promotion increases specified in 3.1 of this policy.

2.1.2 All probationary tenure-track faculty members will be evaluated in a pre-tenure review according to the criteria used for promotion and tenure in their college/school and department/division. See the Greenbook, "Pre-Tenure Review." The date of this pre-tenure review must be stated in the initial offer of employment letter. A college/school may establish pre-tenure review procedures which vary from those used for a tenure application. An exceptional evaluation, i.e., the results of which exceed normal expectations as defined by the faculty member's college/school level and department/division-level tenure guidelines, when verified by the relevant Dean and the Chief Academic Officer, will result in a five percent (5%) salary increase. The institution will provide funds other than the salary increase pool for this purpose. See MUBOG Rule AA-9, Faculty Tenure.

2.1.3 The salary increase pool of the university for faculty may be distributed into the following categories: across-the-board/base salary raises, inversion/compression, equity, and merit. The distribution into these different categories will be made after discussion involving the Faculty Senate Executive Committee, Faculty Senate, and the President.

2.1.4 The salary increase pool available for across-the-board/base salary increases will be distributed as a mixture of an amount by percentage of salary and a flat amount by headcount. For example, the split could be 75% towards raises distributed by percentage of base salary and 25% towards raises distributed by headcount. Thus, if the percentage increase is 4%, each faculty will receive a salary increase the sum of a 3% increase and an equal share by headcount of the remaining 25% of the salary increase pool.

2.1.5 There are to be no base salary increases for faculty members whose previous year annual evaluation earned a rating of “unacceptable.” See MUBOG Rule AA-22 Annual Evaluation of Faculty.

2.1.6 When an equity adjustment might be considered for circumstances of salary compression or salary inversion or salary inequities beyond a faculty member’s control, the Chief Academic Officer, in consultation with that faculty member’s Dean and Chair/director, may recommend salary adjustments. The faculty member, their Chair, or Dean may request this consideration.

2.1.7 All increases are added to base salaries.

## 2.2 Academic Unit Salary Raise Guidelines and Procedures

2.2.1 Each academic unit (college/school) will develop its own merit raise distribution guidelines and procedures, which should recognize various types of merit. These merit-based salary distribution guidelines must be approved by at least two-thirds of the academic unit’s full-time faculty and have the approval of the academic unit Dean and the Chief Academic Officer. An academic unit that has an already approved merit formulation does not need re-approval.

## 3 Salary increases for promotions and rank-related salary minimums

3.1 Tenured and probationary tenure-track faculty members who are awarded promotion shall receive a salary increase equal to \$7,500 for promotion from assistant professor to associate professor, \$10,000 for promotion from associate professor to professor, or ten percent (10%) of their base salary at each promotion, whichever is greater.

3.2 Eligible members of the faculty whose regular base salary is below specific minimums shall receive a salary adjustment to raise the base salary to the minimum. The minimum salaries are \$68,100 for professors, \$58,100 for associate professors, \$50,600 for assistant professors, \$36,300 for term faculty, and \$3,000 per 3-credit hours for adjunct faculty.

3.3 Review of the dollar values of these salary minimums and promotion increments will be done at least every five years. Adjustments would be made by the MUBOG upon recommendation from the University President in consultation with the Faculty Senate Executive Committee.

3.4 For tenured and tenure-track faculty members on other than 9-month appointments, these increases in 3.1 and 3.2 shall be adjusted appropriately for the length of the appointment.

#### **4 Exclusions**

4.1 Temporary faculty members are excluded from this policy's provisions.

4.2 Programs operating on a *pro forma* basis are excluded from this policy. Each will develop guidelines and criteria for faculty salary adjustments. Such guidelines must be approved by relevant Deans, the Chief Academic Officer, and the University President.

4.3 Final determination of exclusions from this policy's provisions rests with the Chief Academic Officer of the university.

#### **5 Alternative Salary Adjustment Procedures.**

5.1 Upon recommendation from the president, the Board may approve an alternative procedure for distributing salary adjustments that does not follow the policy described in Section 2.

5.2 In such circumstances, a recommendation shall be presented to the Board by the president.

5.2.1 The recommendation should contain the following information:

5.2.1.1 A rationale for the alternative procedure;

5.2.1.2 A description of the methodology for adjusting faculty salaries;

5.2.1.3 Identification of the set of faculty for whom the alternative procedures shall apply;

5.2.1.4 The anticipated cost of such salary adjustments; and

5.2.1.5 The effective date for implementing such salary adjustments.

#### **6 Assessment**

6.1 To ensure that the objectives of this policy are being met, each college/school will conduct reviews of its salary policies and procedures at least once every three years. Modifications to improve the policy's accuracy, clarity, usefulness, and other factors found relevant, should be instituted.

6.2 The Faculty Senate's Faculty Personnel Committee will conduct a review of this policy at least once each five years and recommend any changes it deems necessary to ensure that the objectives of this policy are being met.