



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 32.08: Faculty Salary Increases**

**DATE:** October 15, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define the university policies relating to the handling of faculty salary increases.

**REVIEW:** This OP will be reviewed in October of odd-numbered years by the Senior Vice Provost for academic affairs with substantive revisions presented to the Provost and Senior Vice President (PSVP) by November 15.

#### **POLICY/PROCEDURE**

1. All salary increases for faculty, unless otherwise mandated by the legislature, will be on a merit basis and will be based on quality teaching, research productivity, and other contributory activities, including university community service. The procedure for merit salary increases is set forth in the prevailing *Budget Preparation Guidelines and Instructions for Instructional Departments*.
2. It is the initial responsibility of the department or area chairperson (where applicable) to recommend salary rates and merit increases. Their recommendations are, in turn, to be reviewed by the appropriate dean and the PSVP. Each faculty member is to provide annually a report on her/his work to the department or area chairperson for use in consideration of a merit increase. See [OP 32.32, Performance Evaluations of Faculty](#).
3. Faculty members who are part time or who are required to be students as a condition of employment may be paid according to a salary schedule established separate from the merit raises.
4. **Exceptions**
  - a. Faculty members who divide their time between teaching, administration, and/or other duties ordinarily will have their appointments prorated in increments of 50 percent, 33 ⅓ percent, or 25 percent in order to facilitate allocation of teaching loads. Assignments on other than these increments will require prior approval of the appropriate divisional vice president(s). Salary increases for these members will be established as follows:
    - (1) Salary increases for persons appointed 50 percent time or more as faculty will be determined by the faculty salary increase given.
    - (2) Salary increases for persons appointed less than 50 percent time as faculty will be determined by the non-faculty increase given. Individuals in this category will be eligible for university merit increase programs, and any increase granted as a result thereof will be matched by a corresponding faculty salary increase.

- b. Faculty members who divide their time between teaching and intercollegiate athletics are exempt from the provisions of Section 4.a above.