

*Office of the Dean*

**SUBJECT:** College of Health and Human Sciences Comprehensive Faculty and Staff Compensation

**DATE:** March 2025

**PURPOSE:** The purpose of this Operating Policy/Procedure is to describe the processes related to faculty and staff remuneration. Related OPs: [32.08](#), [32.10](#), [32.32](#), [70.11](#), [70.14](#), [70.16](#), [74.16](#)

**REVIEW:** This OP will be reviewed when new college or university policies necessitate changes.

### **MERIT**

The President's Office will notify colleges of approved merit programs with the eligibility criteria and procedures for awarding merit raises to faculty and staff who exhibit outstanding performance during a fiscal year.

CHHS requires that all departments award merit on a percentage basis within (not to exceed) their authorized merit pool. Eligible individual faculty members shall be awarded merit following a review by the department chair and/or department committee and based on annual performance reviews. Staff merit should be granted by the staff person's direct supervisor and based on annual performance reviews, including a consult with others with whom the staff interacts. Equity or other issues should not be a factor in awarding merit. Merit awards should be based solely on the faculty or staff person's annual performance reviews.

Each spring, annual faculty reviews for the preceding year and merit rankings for the most recent three years are submitted by department chairs to the Dean's Office. Merit salary increases are subject to the availability of financial resources and individual faculty performance. When a merit pool is made available, the department chair will recommend allocating a portion to faculty members based on their annual faculty review. The Dean's Office and Office of the Provost review the department chairperson's recommendations for merit.

The Dean may change merit amounts awarded for faculty or staff if significant discrepancies exist between award percentages and performance.

### **EQUITY**

When the university makes equity adjustment funding for faculty available, the Dean's Office will notify department chairs and business managers to request justifications and recommendations. The CHHS guidelines to identify faculty for an equity adjustment are as follows:

- Salary compression within a rank occurs when new faculty are hired at a higher salary than existing faculty in the same rank.
- Salary compression between ranks occurs when faculty in a lower rank have salaries higher than faculty in a higher rank.
- Market compression. When this differential occurs in pay between faculty, documentation is provided for adjustment recommendations.

Justifications for equity adjustments should not be based on a faculty member's quality and quantity of work. These elements are the basis for merit increases and should be addressed during the merit process, as described below. In addition, equity adjustments should not be used to increase the salary of a faculty member who has historically received below-average evaluations unless compression is a contributing factor.

AT RISK equity funding can be sought for retention purposes should a faculty member qualify. If your area receives AT RISK equity funding from either the Provost Office or the College, please note that all AT RISK equity funding is returned to the source should that faculty line vacate.

### **PROMOTION**

Faculty who receive a promotion in rank will receive a salary increase. The Provost will determine the level of the increase.

Promotions from Lecturer to Senior Lecturer are granted upon receiving a continuing appointment. Currently, the department awards and funds a one-time salary increase of \$5,000.

Promotions for staff are managed on an individual basis. The level of any increase is related to criteria such as the university standard for the position, equity within CHHS, and the employee's level of experience and qualification.

### **SUPPLEMENTAL PAY and OVERLOAD POSITIONS**

Supplemental pay and/or overload positions provide additional salary to employees in certain circumstances for performing special assignments in addition to their regular full-time job duties. These payments require approval by the CHHS Dean before processing.

When processing these payments to TTU employees outside of the college, the college requires departments to obtain employee supervisor approval before authorizing payment. Please secure this approval before the work is performed.

### **SUMMER SALARY**

Four courses are considered a full-time summer appointment. Because the summer can be viewed as a whole (four courses) or as two separate terms (two courses each term), it is essential to understand this distinction.

- One course in relation to the whole summer is 25% employment (a course taught over the entire summer, with grades due at the end of summer II).
- One course in relation to individual summer terms is 50% employment for that summer term, and course grades are due at the end of the respective term.
- Based on the appointment period, one course = 25% employment for three months (whole summer) or 50% employment for six weeks (individual term).
- The college established a flat rate per course teaching plan effective Summer 2019.
  - GPTI's and Instructors are paid at their current salary level.
  - Lecturers, Professors of Practice, Research Professors, and Tenured/Tenure Track Faculty to include Adjuncts are paid \$6,500 undergrad, \$8,000 grad, per course.

### **Payment for Summer thesis/dissertation/research hours**

The summer school budget funds only teaching and primarily organized classes. However, graduate students commonly enroll in thesis, dissertation, and individual research hours in the summer, indicating the need for faculty time and effort to mentor students in their

research. Knowing how a faculty member might be compensated for their involvement with students in the summer is often difficult. Consequently, the following will guide in determining summer pay.

- A minimum of five (5) students enrolled are required for any graduate course to be funded using summer budget funding.
- If the number of students enrolled does not meet the minimum of 5, a proration schedule may be used as follows, and the department provides funding:
  - At least four students enrolled with a minimum of 12 hours paid at 75% of the summer flat rate.
  - At least three students enrolled with a minimum of 9 hours paid at 50% of the summer flat rate.

Enrollments/hours can be in individual summer terms or spread across both summer terms but will pay as one class.

Only one course based on thesis/dissertation/research hours (6000, 7000, 8000) will be funded each summer term regardless of hours over nine. Hours spread across the entire summer are considered one summer term.

#### **Payment for approved Summer small class**

In some cases, courses that do not meet the minimum enrollment may be approved to proceed by the college and Provost's Office through the small class portal. If a small class is approved, departments may consider prorated compensation upon funding availability by the department.

- Department summer flat rate divided by required minimum enrollment (5 for graduate course, 10 for undergraduate course) multiplied by actual enrollment = prorated compensation amount.

#### **FACULTY-LED STUDY ABROAD PROGRAM SUPPLEMENT APPROVAL**

The Office of International Affairs Study Abroad Office manages specific procedures for faculty-led study abroad activities. Faculty salaries for courses taught abroad are paid on-load and are provided through department faculty budgets during the regular 9-month academic term. Summer courses are paid at a flat rate against the summer budget.

Departments have the discretion, upon funding availability, to provide a study abroad supplement to faculty members leading study abroad efforts to offset personal costs incurred for more than 10 days abroad (e.g., pet sitting, house sitting). This supplement will be up to \$2,000 per faculty, paid through departments, and approved by the Dean's Office. The actual amount paid should be based on the time away and not an attempt to reimburse any specific costs. Thus, the \$2,000 would typically cover a full six weeks away. Lesser amounts would be reimbursed for shorter periods.