



Office of the Dean

SUBJECT: College of Human Sciences Comprehensive Faculty and Staff Compensation

DATE: May 2021

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 changes are necessitated by new college or university policies.

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.

COHS 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 awarded by the staff person's direct supervisor and based on annual performance reviews to include a consult with others with whom the staff person 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 availability of financial resources and individual faculty performance. When a merit pool is made available, the department chair will recommend that a portion of the merit pool is allocated to faculty members based on their annual faculty review. The Dean's Office and Office of the Provost review the department chairperson recommendations for merit.

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

The COHS awards Fulbright merit upon funding availability when a faculty member receives such a distinction. The Fulbright merit is awarded in the semester following the faculty member's return from Fulbright Development Leave. If a department/program receives Fulbright merit from the College, please note that all Fulbright merit funding is returned should that faculty line vacate.

EQUITY

When equity adjustment funding for faculty is made available by the university, the Dean's Office will notify department chairs and business managers to request justifications and recommendations. The College of Human Sciences guidelines to identify faculty for an equity adjustment are as follows:

- Salary compression within a rank occurs when new faculty were 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 the quality and quantity of work by a faculty member. These elements are the basis for merit increases and should be addressed during the merit process, 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 or the College, please note that all AT RISK equity funding is returned to the original source should that faculty line vacate.

PROMOTION

A salary increase will be awarded to faculty upon receiving a promotion in rank. The level of increase will be determined by the Provost.

Promotions are granted for Lecturer to Senior Lecturer upon receiving continuing appointment. At this time, a one-time salary increase of \$5,000 is awarded and funded by the department.

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

SUPPLEMENTAL PAY and OVERLOAD POSITIONS

Supplemental pay and/or overload positions are used to provide additional salary to employees in certain circumstances for performing special assignments in addition to their normal full-time job duties. These payments require approval by the COHS Associate Dean for Administration & Finance before processing. When processing these payments to TTU employees outside of the college, employee supervisor approval is required before the college will authorize payment. Please secure this approval prior to the extra work performed.

SUMMER SALARY

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

- One course in relation to the whole summer is 25% employment (a course taught over the whole 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, 1 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. GPTIs, Instructors, and Adjuncts are paid at their current salary level and Professors of Practice, Research Professors, and Tenured/Tenure Track Faculty are paid at a flat rate per course.

Payment for Summer thesis/dissertation/research hours

The summer school budget is designed to fund only teaching and primarily only 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. It is often difficult to know how a faculty member might be compensated for their involvement with students in the summer. 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 funding is provided by the department:
 - At least 4 students enrolled with a minimum of 12 hours paid at 75% of the summer flat rate.
 - At least 3 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 in excess of 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 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

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

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). The amount of 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.