

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. AA-45

### Salary Increases for Library and Clinical Faculty

#### 1 General Information.

- 1.1 Scope: Policy regarding the distribution of faculty salary increase funds to library faculty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: April 23, 2014
- 1.4 Effective Date: July 1, 2014
- 1.5 History:
  - 1.5.1 This is a new policy.
- 1.6 References:
  - 1.6.1 W. Va. Code §18B-8-3, Faculty salary policies; reductions in salary prohibited; salary increase upon promotion in rank, and §18B-8-3a, Institutional salary policies; distribution of faculty salary increases.

#### 2 Policy.

This policy in its entirety supersedes all other salary-increase-related Marshall University Board of Governors (MUBOG) policies for library faculty that were in effect prior to the effective date of the passage of this policy. For the purposes of this policy “Chief Academic Officer” refers to the Senior Vice President for Academic Affairs and Provost.

##### 2.1 Evaluation

- 2.1.1 Evaluation criteria each year are based on goals negotiated between library and clinical faculty and their supervisors. Faculty roles and percentages of work dedicated to each role may vary from year to year within established limits for the unit. See MUBOG Policy AA-21 Faculty Workload Policy.
- 2.1.2 Data gathered in evaluations will be used for promotion decisions as determined by the library or academic unit. For policies regarding faculty evaluations, see MUBOG Policy AA-22 Annual Evaluation of Faculty.

##### 2.2 Salary Increases

- 2.2.1 The first step in raise distributions is devoted to promotions. The institution will provide funds, other than the salary increase pool, for salary increases specified in 3.1 of this policy.

2.2.2 In specific exceptional cases where an equity adjustment might be considered for circumstances of salary compression or salary inversion or salary inequities beyond a faculty member's control, the University Chief Academic Officer, in consultation with the chief library officer(s) or Dean, may recommend salary adjustments, while also taking into account that faculty member's history of merit performance.

## 2.3 Salary Increase Guidelines and Procedures

2.3.1 The library or academic unit is to develop salary increase distribution guidelines and procedures in accordance with MUBOG AA-22, Annual Evaluation of Faculty. The policy must be 100% merit-based and may recognize that there can be various types of merit. The salary distribution policy must be approved by a vote of at least two-thirds of the full-time library or clinical faculty and have the approval of the chief library officer(s) or Dean, and of the University Chief Academic Officer.

2.3.1 Library or clinical faculty who have an OCR score of 2.50 or less will receive no salary increases of any kind. See MUBOG Policy AA-22 for OCR score calculations.

## 3 Adjustments for salary minimums and raise increases for promotions

3.1 Eligible library or clinical faculty members who are awarded promotion shall receive a salary increase equal to \$6,300 for promotion from assistant professor to associate professor, \$7,400 for promotion from associate professor to professor, or ten percent (10%) of their base salary, 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 \$59,700 for professors, \$52,300 for associate professors, and \$46,000 for assistant professors.

3.3 Adjustments to the dollar values of these salary minimums and promotion increments may periodically be made by the MUBOG upon recommendation from the university president in consultation with the Faculty Senate Executive Committee.

3.4 For library or clinical faculty on an appointment other than 12-months, the increases in 3.1 and 3.2 shall be adjusted appropriately for the length of the appointment.

3.5 Faculty members eligible for the adjustments outlined in 3.1 and 3.2 shall be in a full-time Library or clinical faculty position.

3.5.1 Final determination of eligibility rests with the Chief Academic Officer of the University.

## 4 Exclusions

- 4.1 Tenured, tenure-track, term, and temporary faculty members are excluded from this policy's provisions.
- 4.2 The Schools of Medicine, Pharmacy, and Physical Therapy 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 MUBOG 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, the library or academic unit 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. 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.