

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. AA-7

### Salary Increases for Tenured and Tenure-track Faculty

#### 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: November 13, 2006
- 1.4 Effective Date: November 13, 2006
- 1.5 Controlling over: Marshall University only.
- 1.6 History:
  - 1.6.1 This policy amends Marshall University Board of Governors Policy No. AA-7, effective July 1, 2004 to change the title, add section 3.1, and enhance formatting.
  - 1.6.2 References: 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.

- 2.1 Faculty raise monies acquired after 2004-2005 are to be based upon a new method of data gathering and evaluation using peer, supervisor and student ratings and distributed in the following manner:
  - 2.2 Evaluation
    - 2.2.1 Evaluation criteria each year are based on goals negotiated between faculty members and their supervisors. Faculty roles and percentages of work dedicated to each role may vary from year to year within established limits for each unit.
    - 2.2.2 Data gathered in evaluations will be used for promotion and tenure decisions as determined by each college/school/library.
  - 2.3 Salary Increases
    - 2.3.1 The first step in raise distributions is devoted to promotions. The institution provides money from funds other than those dedicated to raises to ensure 10% increases for promotions. The second step in raise distribution will be equity and the third step will be merit.
    - 2.3.2 The salary pool is divided into 49% for equity raises and 51% for merit raises.

- 2.3.3 The equity pool is distributed at the university level by:
- 2.3.3.1 Examining peer salary data and establishing a percentage of peer salaries that every faculty salary should reach
  - 2.3.3.2 Distributing the 49% equity money so that each faculty member's salary reaches the set percentage of market value.
- 2.3.4 The merit pool is then distributed to each college/school/library in proportion to the number of full-time, tenured and tenure-track and continuing appointments.
- 2.3.4.1 The merit money available to colleges/schools/libraries will be distributed by using the new evaluation instruments to calculate an overall average in which Exemplary = 3.51-4.0, Professional=2.51-3.5, Needs improvement=1.51-2.5, Unacceptable= 1-1.5.
  - 2.3.4.2 Faculty earning a rating of 2.51 or above would earn merit pay in addition to their equity.
  - 2.3.4.3 Merit pay would be distributed proportionally, based on the ratings, among faculty in a unit who earn between 2.51 and 4.0.
- $$\text{merit raise} = \frac{\text{faculty score (2.51-4.0)} \times \text{total merit dollars available in the unit}}{\text{sum of all ratings qualifying for merit in the unit}}$$
- 2.3.5 Equity and merit raises are added to base salaries.

### **3 Exceptions.**

- 3.1 A college/school/library may request an exception to the distribution of equity increases upon a vote of two-thirds of the college's full-time, tenured and tenure-track faculty and with approval of the dean and chief academic officer. The president may grant the exception whereby the equity funds that would normally be awarded directly to individual faculty are instead pooled and added to the amount calculated for merit distribution. That total pool of funds shall then be distributed according to the college's merit salary increase distribution plan.

### **4 School of Medicine faculty.**

- 4.1 The Joan C. Edwards School of Medicine should come up with a similar plan for their faculty.