

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-16

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: June 17, 2021

1.4 Effective Date: July 27, 2021

1.5 History: 1.5.1 Updated April 2021.

1.6 References:

1.6.1 W. Va. Code §18B-8-2.

2 Policy.

2.1 Salary Increases

2.1.2 The institution will annually provide funds, other than the salary increase pool, for salary increases specified in 3.1 of this policy.

2.1.3 The salary increase pool of the university for faculty may be distributed into the following categories: across-the-board/base salary raises, inversion/compression, equity, and merit. The distribution into these different categories will be made after discussion involving the Faculty Senate Executive Committee and the President.

2.1.4 The salary increase pool available for across-the-board/base salary increases will be distributed as a mixture of an amount by percentage of salary and a flat amount by headcount. For example, the split could be 75% towards raises distributed by percentage of base salary and 25% towards raises distributed by headcount. Thus, if the percentage increase is 4%, each faculty will receive a salary increase the sum of a 3% increase and an equal share by headcount of the remaining 25% of the salary increase pool.

2.1.5 There are to be no base salary increases for faculty members whose previous year annual evaluation earned a rating of “unacceptable.” See MUBOG Policy AA-22 Annual Evaluation of Faculty.

2.1.6 When an equity adjustment might be considered for circumstances of salary compression or salary inversion or salary inequities beyond a faculty member’s control, the Chief Academic Officer, in consultation with that faculty member’s Dean, may recommend salary adjustments. The faculty member, their Chair, or Dean may request this consideration.

2.1.7 All increases are added to base salaries.

2.2 Salary Increase Guidelines and Procedures

2.2.1 The library or academic unit is to develop salary increase distribution guidelines and procedures, which should recognize 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 Dean and the University Chief Academic Officer. A unit that has an already approved merit formulation does not need re-approval.

3 Salary increases for promotions and rank-related salary minimums

3.1 Eligible library or clinical faculty members who are awarded promotion shall receive a salary increase equal to \$7,500 for promotion from assistant professor to associate professor, \$10,000 for promotion from associate professor to professor, or ten percent (10%) of their base salary at each promotion, 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 \$68,100 for professors, \$58,100 for associate professors, and \$50,600 for assistant professors.

3.3 Review of the dollar values of these salary minimums and promotion increments will be done at least every five years. Adjustments would 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 Programs operating on a *pro forma* basis 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.

4.2 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.

6.2 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.