

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Faculty Compensation

Policy Number: 12.6

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Stephen F. Austin State University (SFA) is responsible for securing a qualified and competent faculty and for utilizing public funds for faculty salaries and wages in an effective manner.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Faculty Compensation

Original Implementation: February 3, 2005

Last Revision: ~~July 28, 2015~~ January 29, 2019

Stephen F. Austin State University (SFA) is responsible for securing a qualified and competent faculty and for utilizing public funds for faculty salaries and wages in an effective manner.

1. Faculty Employee

Faculty personnel are any university employees with academic rank or duties that include teaching, research, academic administration, or other scholarly activity and who are paid in full or in part from the line item "Faculty Salaries" or from *another* academic funding source. The provost and vice president for academic affairs, associate provost, and academic deans are considered staff for purposes of this policy.

2. Authority to Set Compensation

The Board of Regents has the authority to set compensation levels paid to faculty members through review and adoption of the annual operating budget. The itemized budget specifies the salary authorized for each position. The provost and vice president for academic affairs must give initial approval of all changes to budgeted faculty positions outside of the annual operating budget.

3. General Compensation

It is the policy of the university to distribute *funds for salaries and wages* fairly and equitably. ~~funds available for salaries and wages~~. Initial faculty salaries are determined based on a combination of factors, including the funding available for the position, the academic discipline, faculty rank at the time of appointment [see Academic Appointments and Titles (7.2)], highest degree earned, the job description, professional experience, market value, and the needs of the department and college. ~~Upon the Salary~~ *re*recommendations ~~by of the chair-academic unit head and dean are submitted to the~~ provost *for approval.* ~~es all faculty salaries prior to hiring.~~

4. Non-Discrimination

All position and salary range assignments will be made on the basis of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, genetic information, citizenship, veteran status, ~~or~~ marital status, *sexual orientation, gender identity, or gender expression*, and in accordance with the laws, policies, and regulations of the United States government, the state of Texas, and the ~~Board of Regents~~

of SFA university.

5. Administration of Faculty Compensation

The provost and vice president for academic affairs, in conjunction with the academic deans, has responsibility for the administration of this policy. *Academic Unit* heads will recommend compensation for their employees in accordance with university policies, procedures, and guidelines.

6. Faculty Compensation

- a. General Information: Faculty salaries are normally budgeted for a 9-month period. Faculty members are compensated on the basis of a fair and reasonable workload. See Faculty Workload (7.13). Under the Federal Wage and Labor Law, faculty employees are exempt from overtime regulations.
- b. Market Data: University administrators will use the College and University Professional Association for Human Resources (CUPAHR) as its primary determinant of the market value for faculty salaries. Other relevant market data will be considered when appropriate.
- c. Compensation for Summer Teaching: Summer teaching is not guaranteed. See Summer Teaching Appointments (7.28). ~~Normally, faculty members are compensated for summer teaching at a rate of 1/6 of their 9-month teaching salary for a 100% teaching assignment for each summer session. In certain budgetary circumstances, the rate of compensation may be adjusted. Compensation is prorated for assignments less than two teaching units.~~ Compensation for summer teaching is provided through the SFA summer budget.
- d. Compensation for Adjunct Faculty: When considered necessary to hire adjunct faculty to teach courses, the compensation should be based on the following ranges:

Years of Experience Salary Range (per course)	
Zero to Six	\$2,500 - \$3,000
Seven to Ten	\$2,650 - \$3,200
Over Ten	\$2,800 - \$3,800

e. Stipends may vary by college, discipline, need, and the educational level of the proposed adjunct faculty member. Any variation must be recommended by the chair and dean and approved by the provost and vice president of academic affairs prior to appointment.

f.e. Additional Compensation: In instances where faculty members provide services outside of their normal teaching duties, they may be eligible for additional

compensation. See Salary Supplements, Stipends and Additional Compensation (12.16).

~~g.f.~~ Overload Compensation: In instances where faculty members are needed to teach an overload, they may be eligible for overload compensation. At a minimum, the overload compensation will be comparable to that of an adjunct faculty member. Upon the recommendation of the ~~department~~ *academic unit* head and dean and approval of the provost and vice president of academic affairs, overload compensation may vary based on the funding available, needs of the department, and qualifications of the faculty member.

~~h.g.~~ Associate Dean, Assistant Dean or ~~Department~~ *Academic Unit* Head Compensation: When appointed as an associate dean, assistant dean, or *academic unit* ~~department~~ head, a faculty member may receive a combination of a stipend and reassignment time for performing administrative duties. See Academic Unit Head Appointments (4.2).

~~i.h.~~ Grants, Endowments, and Other Arrangements: Grants, endowments, awards and other arrangements may provide for an additional stipend or salary support for a faculty member within applicable regulatory parameters. See Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

7. Increases in Compensation

- a. General Increases: All salary increases for faculty members, unless otherwise mandated by the state's legislature, will be based on merit and/or equity. Quality of teaching, research, scholarly/creative activity, administrative responsibilities, and service may be considered in the merit process. Equity adjustments may be awarded based on the recommendations of the ~~department~~ *academic unit* head and dean, subject to the approval of the provost and vice president of academic affairs.
- b. Recommendations: *Academic unit* ~~Department~~ heads will recommend salary rates, equity adjustments, and merit increases in the annual department budget request based on the budget guidelines issued by the president. The recommendations will, in turn, be submitted to the appropriate academic dean and the provost and vice president of academic affairs for approval. Each faculty member is to provide an annual performance report to the ~~department~~ *academic unit* head for use in consideration of a merit increase. See ~~Consideration for~~ Faculty Merit Pay (7.6).
- c. Salary Increases for Promotion: Faculty members, through the promotion process [see Academic Promotion (7.4)], are awarded increases in the subsequent budget year based on budgeted resources and the promotion rank.

Cross Reference: Academic Appointment and Titles (7.2); Academic Promotion (7.4); Academic Unit Head Appointments (4.2); ~~Faculty Compensation (12.6)~~; Faculty Workload (7.13); Salary Supplements, Stipends and Additional Compensation (12.16); Compensation from Grants, Contracts and Other Sponsored Agreements (12.1); ~~Consideration for Faculty Merit Pay (7.6)~~; Summer Teaching Appointments (7.28).

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs