University Policy 4430

Faculty Salary Determination

Effective Date

July 1989

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202

Scope and Audience

This policy applies to all faculty.

1. Policy Purpose

   To establish guidelines for the determination of faculty salaries.

2. Policy Statement

   The intent of this policy is to provide for a process for faculty salary determination, notification of faculty, and appeals regarding faculty salary decisions.

3. Responsibilities and Procedures

   3.1 Salary Determination

      3.1.1 Policy for Distribution of Salary Increments to Faculty

      Each college and the Library shall establish a written policy regarding how salary increments shall be distributed to faculty within the college/Library. This policy shall be developed by the dean of each college or the Library and a committee of faculty members representing each department within the college or the Library. The departmental representatives shall be chosen
by the majority vote of tenured and tenure-track faculty within each department. The policy
developed shall be approved by a majority vote of the committee and by the dean. The salary
distribution policy is subject to approval by the Provost and Vice President for Academic
Affairs. A copy of the approved policy shall be kept on file in the office of the Provost and Vice
President for Academic Affairs.

3.1.2 Distribution of Funds by the Provost and Deans

Each year the Provost and Vice President for Academic Affairs shall distribute available funds to
each college and the Library according to guidelines approved by the President. The deans will
determine the amount distributed to each department. The deans’ distribution of funds may take
into account possible differences in qualifications and performance among departments and
individuals.

3.1.3 Process

Department chairs shall follow the salary distribution policy established by the college/Library in
determining salary increments for each faculty member to be recommended to the dean. A copy
of the department chair’s recommendation must also be sent to the respective faculty for review,
with proposed adjustments indicated for the categories of a) across the board, (b) performance,
(c) equity, (d) promotion, and (e) other (see sample letter). A faculty member who does not agree
with the department chair’s recommendation, may appeal to the dean of the college within two
working days after receiving notification. If the results of the dean’s decision are not satisfactory,
faculty may follow University Policy 4480 (Faculty Grievance Procedure). The dean shall
consider the chair’s recommendations and forward their own recommendations to the Provost
and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs
shall submit their recommendation to the President, with the final approval made by the State
Board of Education.

4. Forms

Sample Letter to Faculty from Department Chair

Date:

To: (Faculty Member)

From: (Department Chair)

Subject: Salary Recommendation for (academic year)
After reviewing your performance evaluation for (calendar year), I am recommending to the dean the following salary adjustments for (academic year).

Current Salary $______________

Across the Board Increase $______________ (___ %)

Performance Increase $______________ (___ %)

Equity Increase $ ____________ (___ %)

Promotion $ ____________ (___ %)

Other Adjustment $ ____________ (___ %)

Total Increase $ ____________ (___ %)

Recommended Salary $ ____________

If you do not agree with the proposed salary adjustment, you may appeal to the dean within two working days after this notification. If the results of the dean’s decision are not satisfactory, you may follow University Policy 4480 (Faculty Grievance Procedure).

5. Related Information

University Policy 4480 (Faculty Grievance Procedure)