

# Utah Tech University Policy

## 341: Full-Time Faculty Salaries



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### I. Purpose

- 1.1 Utah Tech University (“the University”) is committed to fairly and equitably compensating Full-Time Faculty for their role in the academic learning environment at the University.

### II. Scope

- 2.1 This policy applies to all Full-Time Faculty members employed by the University.

### III. Definitions

- 3.1 **Full-Time Faculty:** a full-time employee whose primary objective is the teaching of University students, as well as performing, service, scholarship, and research associated with instruction. See Policy 631.
- 3.2 **Institutional Increase:** a salary increase made at the institutional level across all divisions of the University; namely, cost of living adjustments (COLA) and equity/market increases.
- 3.3 **Professional Track Faculty:** a Full-Time Faculty position who has recognized expertise in the profession within the public or private sector, but who may or may not have the traditional academic credentials or background for the tenure-track. See Policy 631.
- 3.4 **Temporary Full-Time Faculty Positions:** any Full-Time Faculty position that is term-appointed (the end date of appointment is known and stated in the faculty member’s offer letter).

### IV. Policy

- 4.1 Determination of Full-Time Faculty Base Salary

- 4.1.1 Full-Time Faculty base salary determination is based on national salary survey data of higher education institutions with similar characteristics to the University, which can include budget size, student enrollment, public vs. private classification, program/degree offerings, Carnegie Classification of Institutions of Higher Education, etc.
- 4.1.2 Data from these surveys will be indexed by available factors within the data, such as rank, tenure-track vs. non-tenure-track, and discipline; each Full-Time Faculty member will be individually indexed to the appropriate benchmark.
- 4.1.3 The Faculty Senate Salary Subcommittee, the Vice President of Academic Affairs and Provost, and Human Resources will annually review available factors within the data used in determining appropriate benchmarks.
- 4.1.4 The Faculty Senate Salary Subcommittee and/or the Vice President of Academic Affairs and Provost may request an annual summary of the survey data and the equity status of all Full-Time Faculty positions to ensure that the goal of attracting and retaining quality faculty is being properly served.
- 4.1.5 To ensure market competitiveness, the base salary for new Full-Time Faculty members is determined based on the Full-Time Faculty member's discipline and incoming rank using the most recent national salary survey data of higher education institutions with similar characteristics to the University.
- 4.1.6 The University's President has the ultimate authority to determine Full-Time Faculty salaries.
- 4.1.7 Full-Time Faculty salary equity information is given to the Vice President of Academic Affairs and Provost and Deans each year for use in considering base salary market adjustments.
- 4.1.8 Full-Time Faculty salaries will remain at a level of not less than 90% of the market median based on rank and discipline. The University's salary equity goal is to have faculty salaries average at least 100% of market median.
- 4.1.9 Temporary Full-Time Faculty positions are ineligible for University increases and rank advancement increases.

## 4.2 Rank Advancement Increases

- 4.2.1 Merit pay is determined by rank advancement promotions. Faculty ranks and the rank advancement process are outlined in Policy 631 and Policy 641.
- 4.2.2 Dependent on funding availability, on July 1 following approval of a rank advancement, a Full-Time Faculty member will receive a salary increase of 10% of the current base salary and will be benchmarked under the new rank for salary equity comparison.
  - 4.2.2.1 Promotion to University Professor is ineligible to receive a base salary increase of 10%. Compensation for promotion to University Professor is addressed in the post-tenure review section of this policy.
- 4.2.3 Dependent on funding availability, on July 1 following a positive recommendation during an intermediate review, a Full-Time Faculty member will receive a salary increase of 2% of the faculty member's then-current base salary.
- 4.2.4 Dependent on funding availability, on July 1 following approval of a rank advancement, a Full-Time Faculty member will receive an increase of 8% of current base salary if they received the 2% increase for intermediate review (referenced above in 4.2.3) within five (5) years of the date of the rank advancement or receive an increase of 10% of current base salary if no increase was given for a positive intermediate review. An individual Full-Time Faculty member may not receive more than a total 10% increase between intermediate review and rank advancement within a five (5) year period of time.
- 4.2.5 If the total amount of funds available for rank advancement increases is less than the total amount required for faculty rank increases, the increases will be applied so that all Full-Time Faculty members are awarded the same percentage of increase. Any unawarded amount will be awarded as part of the following year's rank advancement increases.
- 4.2.6 All rank advancement salary increases, as well as any University increases, are determined using the current base salary.
- 4.2.7 A Professional Track Faculty member who has reached terminal rank, who goes up for retention review, is ineligible for a salary increase associated with that review.

### 4.3 Equity Increases

- 4.3.1 Dependent on funding availability, Full-Time Faculty members are eligible for annual equity increases if the market median salary for the Full-Time Faculty member's discipline and rank, as determined by the survey data, is greater than the Full-Time Faculty member's current salary.
- 4.3.2 Equity increases for Full-Time Faculty are determined using various factors including but not limited to funding availability, number of positions below market median, and general faculty salary equity needs.
- 4.3.3 The Vice President of Academic Affairs and Provost and Deans reserve the right to withhold equity increases for positions that are vacant or to Full-Time Faculty members who are not performing at a satisfactory level and are on a Professional Improvement Plan. Any unawarded amount may be awarded as part of the following year's annual equity increases if the Full-Time Faculty member's performance is then deemed to be satisfactory.
- 4.3.4 Dependent on funding availability, a Full-Time Faculty member's equity increases are determined after an intermediate review or rank advancement salary adjustment has been applied (see section 4.2).

#### 4.4 Post-Tenure Review Increases

- 4.4.1 Dependent on funding availability, a tenured Full-Time Faculty member who receives a favorable review in a Post-Tenure Review, as outlined in Policy 642, receives a salary increase of 2% of current base salary on July 1 following the review.
  - 4.4.1.1 A tenured Full-Time Faculty member may receive only one Post-Tenure Review salary increase in any five (5)-year period.
  - 4.4.1.2 An individual faculty member may not receive more than a total of 10% in Post-Tenure Review and rank advancement salary increases within a five (5)-year period.
    - 4.4.1.2.1 If a Full-Time Faculty member receives a rank advancement salary increase, no Post-Tenure Review salary increase may be received for five (5) years.
    - 4.4.1.2.2 If a faculty member receives a Post-Tenure Review salary increase, any rank advancement increase received within the subsequent five (5) years will be decreased by 2%.

4.4.1.2.3 Such limits exclude University Increases and University Professor rank advancement payments.

4.4.1.3 Dependent on available funding, Full-Time Faculty promoted to University Professor rank will receive a one-time payment of \$2,500, in addition to the 2% base salary increase for a successful Post-Tenure Review.

4.4.2 If the total amount of funds available for post-tenure increases is less than the total amount required for such Full-Time Faculty increases, the increases will be applied so that all applicable Full-Time Faculty members are awarded the same percentage of their post-tenure review increase. Any unawarded amount will be awarded as part of the following year's post-tenure increases if funding is available.

4.4.3 The circumstance of not awarding any or all of a post-tenure increase will not alter the schedule by which the Full-Time Faculty member is required to apply for the next post-tenure review.

#### 4.5 Supplemental, Overload, and Summer Term Pay

4.5.1 Information relating to faculty supplemental, overload, and summer term pay is outlined in University Policy 635 and University Policy 643.

### V. References

5.1 University Policy 301: Personnel Definitions

5.2 University Policy 631: Faculty Categories

5.3 University Policy 635: Faculty Workload

5.4 University Policy 641: Retention, Promotion and Tenure

5.5 University Policy 642: Post-Tenure Review

5.6 University Policy 643: Faculty Supplemental Compensation

### VI. Procedures

6.1 Human Resources is responsible for annually collecting and maintaining salary survey information.

6.2 Upon attrition or requests for new positions, department/division heads shall inquire of Human Resources as to the appropriate compensation level

for positions based on market factors. Positions cannot be approved for advertisement until appropriate funding is allocated.

- 6.3 Human Resources shall provide complete salary equity data for faculty to University administrators as part of the annual budget cycle. The Vice President of Academic Affairs and Provost and Deans are responsible for approving the proposed distribution of faculty salary equity for positions within their organizational units.
- 6.4 Individual faculty members may request their current salary equity data from their designated University administrator, namely the Vice President of Academic Affairs and Provost (or designee) and/or Dean.

**VII. Addenda – N/A**

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Policy Owner: Executive Director of Human Resources  
Policy Steward: Vice President of Academic Affairs and Provost; Faculty Senate

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