



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5150

DIVISION: Academic Affairs

TITLE: Annual Compensation for Faculty with Administrative Appointments and Administrative Appointments with Faculty Rank and Tenure

DATE: April 8, 2019

Authorized by: Terry Ballman, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy applies to faculty appointed to either regular, interim or acting administrative roles and employees appointed to either a regular, interim or acting administrative role who also hold faculty rank and tenure in an academic department. This policy establishes that salaries for these appointments must be determined in a manner that ensures compensation remains equitable and competitive throughout the Division of Academic Affairs.

This policy also ensures that if a faculty appointed to either a regular, interim or acting administrative role or an employee appointed to an administrative role who also holds faculty rank and tenure relinquishes his/her administrative duties and transitions to a faculty appointment, his/her new base salary will be consistent with other faculty members holding the same rank within his/her discipline or academic department.

II. Definitions

- A. Regular Appointment – A full-time or part-time appointment with an expected duration of more than one year. Exceptions are noted in Human Resources Policy 4.220V.
- B. Interim Appointment – A full-time or part-time appointment created by a recent vacancy with an expected duration of equal to or less than one year. Exceptions are noted in Human Resources Policy 4.220V.
- C. Acting Appointment – A full-time or part-time appointment created by the absence of an individual currently holding the regular appointment.

III. Policy

Hiring officials are expected to exercise due diligence when determining the salary that will be offered to an appointee and included in the appointment letter. Hiring officials must also determine:

1. the amount of effort (typically 10, 11 or 12 months) that will be expected of a faculty member with an administrative appointment or an administrative appointee holding faculty rank and tenure in accordance with Academic Affairs Policy 1.209V and include the amount of effort in the appointment letter; and
2. identify (if applicable) all other activities in which the appointee may earn additional compensation in accordance with WKU policies (e.g. grant, summer and winter term compensation, etc.) and include that information in the appointment letter.

All other external activities for pay will require prior written approval from the employee's supervisor in accordance with Human Resources Policy 4.450V.

This policy replaces Policy 1.5121 *Annual Compensation for Faculty with Administrative Appointments*, ~~Policy 1.5132 *Administrative Stipends*~~, and Policy 1.5140 *Administrative Increments*.

IV. Procedure

To ensure WKU salaries remain equitable and competitive, salaries for faculty with administrative appointments and administrative appointees holding faculty rank and tenure will be determined based on a variety of factors to include but not limited to: available funding, internal salaries of comparable positions, market data, and the education and experience of the individual being appointed.

At such time as a faculty member with a regular administrative appointment or an employee appointed to a regular administrative role who also holds faculty rank and tenure relinquishes his/her administrative duties and transitions to a faculty appointment, his/her annualized salary will typically be equal to the average of the three highest paid full-time faculty members holding the same rank within the discipline or academic department their respective College (prorated to reflect the regular academic year appointment in the College, if appropriate), excluding salaries of faculty who were previous administrators with contracts in place before Policies 1.5121, 1.5132, and 1.5140. A statement indicating how the salary will be calculated should s/he transition to a faculty appointment in the future, must be included in the appointment letter. For Interim and Acting appointments, see Policy 1.5132.

IV. Related Policies

- 1.209V *Faculty Load and Compensation*
- 4.220V *Recruitment and Employment of Faculty and Staff*
- 4.450V *Consulting and Other Professional Activities*