

**UNIVERSITY OF LOUISIANA AT MONROE  
POLICIES AND PROCEDURES MEMORANDUM**

|                               |                                      |
|-------------------------------|--------------------------------------|
| <i>Title:</i>                 | <b>FACULTY ADMINISTRATORS SALARY</b> |
| <i>Effective Date:</i>        | <b>September 27, 2013</b>            |
| <i>Update Responsibility:</i> | <b>Office of Academic Affairs</b>    |
| <i>Update Date:</i>           |                                      |
| <i>Cancellation Date:</i>     |                                      |

**1. PURPOSE/PREAMBLE**

The University of Louisiana at Monroe strives to pay its employees a salary competitive within the market and commensurate with their position, experience, and performance. This policy addresses the terms and conditions which govern the salary of a faculty member making the transition to a faculty administrator and vice versa.

**2. DEFINITIONS/BACKGROUND**

The following definitions will apply as used within this policy.

- *Administrative stipend*: the salary paid to an administrator in excess of his/her base salary
- *Appointment duration*: the number of months of an employee's appointment during a fiscal year
- *Base salary*: the total salary paid to faculty during the person's appointment duration
- *Faculty administrator (administrator)*: faculty whose duties include assignment to administrative activities
- *Faculty member (faculty)*: a full-time employee of the University whose primary duties are teaching, scholarly activities, and/or service and whose rank is instructor or above

**3. ITEMS**

- A. Salary of faculty administrators hired from outside the university
  - i. Administrators hired from outside the university will have their base salary and administrative stipend specified when hired.
  - ii. The base salary will be established at an amount consistent with that of faculty in the person's home department. Factors that may be considered when determining this amount will include, but are not limited to, rank, experience, record of performance, appropriate published salary information from sources such as the SREB and CUPA-HR, and ULM's salary average compared to the average from these published sources.
  - iii. The base salary and administrative stipend must be recommended by the appropriate vice president and approved by the university president. This information will be noted in each administrator's appointment letter.
- B. Salary conversion from faculty member to faculty administrator
  - i. The salary of a faculty member who becomes an administrator will consist of two parts: a base salary associated with the person's faculty appointment (prorated as necessary to the change in appointment duration) and an administrative stipend.
  - ii. The amount of the stipend is determined by the administration at the time of the administrative appointment. Factors that may be considered when determining this amount will include, but are not limited to, salary information for personnel serving in similar positions elsewhere at the university, appropriate published salary information from sources such as the SREB and CUPA-HR, and ULM's salary average compared to the average from these published sources.

- iii. If no base salary was established at the time of appointment to the administrative position, a salary consistent with that of faculty in the person's home department will be established. Factors that may be considered when determining this amount will include, but are not limited to, rank, years of service, record of performance, appropriate published salary information from sources such as the SREB and CUPA-HR, and ULM's salary average compared to the average from these published sources. The resulting base salary will not exceed 20% of the greatest salary paid to comparable faculty in the person's home department. The base salary and administrative stipend must be recommended by the appropriate vice president and approved by the university president.
  - iv. Raises earned during administrative service will be applied to both the base salary and the administrative stipend.
  - v. The base salary and administrative stipend will be noted in each administrator's appointment letter.
- C. Salary conversion from faculty administrator to faculty member
- i. The administrative stipend will be removed from the salary of an administrator returning to the faculty.
  - ii. The faculty member's salary then will be determined by prorating the remaining amount according to the change in appointment duration.
  - iii. A program to moderate the financial effect of returning to the faculty may be available for faculty administrators who have served in administrative roles for at least three consecutive years prior to their return to the faculty. If applied, this program will be developed by the faculty administrator's supervisor with approved by the university president. It should be applied only when salary changes exceed 15%.

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*Review Process:* Deans Council  
Faculty Senate  
Human Resources  
Executive Council  
President

*Distribution:* Deans  
Human Resources  
Executive Council  
President

## Examples

### 1. Faculty members becoming faculty administrator

| Case                         | Faculty base salary | Adjustment for 12-mo appointment       | Administrative stipend | 12-mo administrator salary |
|------------------------------|---------------------|--|------------------------|----------------------------|
| 9-mo faculty to 12-mo admin  | \$60,000            | $(12/9) \times \$60,000 = \$80,000$    | \$30,000               | \$110,000                  |
| 12-mo faculty to 12-mo admin | \$110,000           | $(12/12) \times \$110,000 = \$110,000$ | \$50,000               | \$160,000                  |

### 2. Faculty administrator returning to faculty

| Case                         | Administrator salary | Administrative stipend | Base salary for 12 mos | Faculty salary pro-rated to term of contract |
|------------------------------|----------------------|------------------------|------------------------|--|
| 12-mo admin to 9-mo faculty  | \$110,000            | \$30,000               | \$80,000               | $(9/12) \times \$80,000 = \$60,000$          |
| 12-mo admin to 12-mo faculty | \$160,000            | \$50,000               | \$110,000              | $(12/12) \times \$110,000 = \$110,000$       |

### 3. Distribution of raises

#### a. 3% across-the-board raise

| Original salary |           | Raise        |                                  | New salary |           |
|-----------------|-----------|--------------|----------------------------------|------------|-----------|
| Base:           | \$80,000  | Base:        | $3\% \times \$80,000 = \$2,400$  | Base:      | \$82,400  |
| Admin:          | \$30,000  | Admin:       | $3\% \times \$30,000 = \$900$    | Admin:     | \$30,900  |
| Total:          | \$110,000 | Total raise: | $3\% \times \$110,000 = \$3,300$ | Total:     | \$113,300 |

#### b. 2% merit raise

| Original salary |           | Raise        |                                  | New salary |           |
|-----------------|-----------|--------------|----------------------------------|------------|-----------|
| Base:           | \$80,000  | Base:        | $2\% \times \$80,000 = \$1,600$  | Base:      | \$81,600  |
| Admin:          | \$30,000  | Admin:       | $2\% \times \$30,000 = \$600$    | Admin:     | \$30,600  |
| Total:          | \$110,000 | Total raise: | $2\% \times \$110,000 = \$2,200$ | Total:     | \$112,200 |

### 4. Stepped salary program for 12-mo faculty administrator returning to 9-mo faculty with > 15% salary change

12-mo faculty-admin salary = \$110,000

9-mo base salary = \$60,000 (Difference = 45%)

| Year | Method  | Calculation                          | 9-mo faculty salary |
|------|---|--------------------------------------|---------------------|
| 1    | Constant monthly rate and pro-rate from 12- to 9-mo | $(9/12) \times \$110,000 = \$82,500$ | \$82,500            |
| 2    | Reduce faculty salary by 15%                        | $0.85 \times \$82,500 = \$70,125$    | \$70,125            |
| 3    | Reduce faculty salary to base value                 | \$60,000                             | \$60,000            |