

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

<i>Title:</i>	FACULTY ADMINISTRATORS SALARY
<i>Effective Date:</i>	September 27, 2013
<i>Update Responsibility:</i>	Office of Academic Affairs
<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%.

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