



**POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.9800

SECTION: Academic Affairs

TITLE: Base Salary for Administrative Appointments held by Faculty

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**I. Scope and Purpose**

At WKU, many administrative appointments held by faculty members have been classified as “twelve-month” appointments, yet carry a base salary of 11/9 times the nine-month salary. This limits the earning potential of such individuals compared to what it would be if they retained their nine-month faculty position and supported three additional months of summer salary from additional activities such as work on external contracts and grants. This policy rectifies this situation, and allows for more flexible administrative appointments with variable expectations of effort outside the academic semesters. It delineates the “time and effort” commitments associated with administrative appointments of more than nine months duration (department head, dean, associate dean, etc.) held by individuals who concurrently hold a faculty appointment.

**II. Policy**

1. Administrative appointments held by faculty members will generally be made for a duration of twelve months. The level of effort for periods outside the academic year will be specified by the salary conversion used in making the appointment (e.g., a 9/11 conversion factor defines the period of additional effort as two months, a 9/10 conversion factor specifies the period of additional effort as one month).
2. The base salary will be paid in twelve monthly installments over the year.
3. Appointments of more than nine months duration will be considered as involving 100% effort during academic semesters, with a reduced effort for the months constituting the summer and winter terms. This reduced effort will reflect the salary conversion factor associated with the appointment. Performance on all tasks (teaching, administration, contracts and grant effort) during academic semesters is considered part of the effort associated with the base nine-month faculty salary.

4. All faculty members, whether or not they hold an administrative appointment, are entitled to earn up to twelve months of salary through support for additional activities. Such activities may include, but are not limited to:
  - a. Performance on external contracts and grants
  - b. Teaching which is expressly over and above that expected for the base salary position (see III.B).

Such additional compensation, which is limited to the amount of remaining effort (e.g., 1 month of compensation for an appointment with a 9/11 salary conversion, 2 months of compensation for an appointment with a 9/10 salary conversion) will be paid as a stipend during the winter and/or summer month(s) in which the work is performed. Individuals with a 9/12 salary conversion may not earn additional compensation under the provisions of this policy.

### III. Procedure

#### A. Existing Appointments

Administrators with faculty appointments classified on the effective date of this policy as “twelve-month,” but which have a salary structure reflecting an 11/9 model, are eligible to earn an additional month of salary under the provisions of this policy. Clearly delineated expectations of the position should be established, in writing, with the immediate supervisor as soon as practicable.

#### B. New Appointments

Faculty members appointed to administrative appointments after the effective date of this policy shall have the salary conversion formula and expectations associated with the base position clearly enunciated in the appointment letter.

#### C. Compensation Schedule

For the purposes of this document, the “summer months” extend from May 16 to August 15, and the “winter month” is January. Work for additional compensation under II.4 above can be performed only during these periods.

1. Within the constraints of III C 1, the times at which additional compensation may be earned shall be by mutual consent of the administrator and their supervisor.

Example 1: A faculty member holds a twelve-month administrative appointment with an 11/9 salary conversion factor. She may earn an additional one month of salary per fiscal year under the provisions of this policy. She chooses to earn an additional one-third of a month of salary during July, one-sixth of a month of salary during the period August 1-15, one-third of a month of additional compensation during January, and one-sixth of a month of additional compensation during the period May 16-31. At this point, she has earned an additional one month of salary for the fiscal year in question. She therefore cannot earn any additional salary under the provisions of this policy during June.

Example 2: A faculty member holds a twelve-month administrative appointment with an 10/9 salary conversion factor. He may earn an additional two months of salary per fiscal year under the provisions of this policy. He chooses to earn an additional one month of salary during

July and one-third of a month of salary during the period August 1-15. He elects not to earn any additional compensation under the provisions of this policy during January, but does elect to earn an additional one-sixth of a month of additional salary during the period May 16-31. At this point, he has earned a total of  $(1 + 1/3 + 1/6 = 1 \frac{1}{2})$  months of salary during the fiscal year to date, leaving up to one-half of a month of additional possible compensation to be earned during June.

#### D. Approval

Faculty members with administrative appointments at the level of department head or higher who assign teaching duties to themselves, for additional compensation, will need written approval from the next higher level administrator prior to the beginning of the term in which the teaching duties commence.

#### E. Cessation of Appointment

Upon return to the faculty, the base salary will be altered to reflect the nine-month base (e.g., 9/11 of current salary for an individual holding an eleven-month administrative appointment).

#### F. Promotion Considerations

Individuals who receive a promotion-related salary adjustment while holding an administrative appointment will receive an adjustment that is consistent with their fractional compensation. Thus a person in a position with 9/11 salary adjustment shall receive a promotion increment that is 11/9 times the standard promotion increment in effect at that time. Similarly, an administrator with 9/10 salary adjustment shall receive a promotion increment that is 10/9 times the standard.