



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5121

SECTION: Academic Affairs

TITLE: Annual Compensation for Faculty with Administrative Appointments

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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 chair/director, 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., an 11/9 conversion factor defines the period of additional effort as two months, a 10/9 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. 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. 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 term. This reduced effort will reflect the salary conversion factor associated with the appointment.

5. Policies regarding annual and sick leave accrual and usage during the year, including during the summer and winter terms, are not affected by the provisions of this policy. That is, leave is accrued for each of the twelve months, and no extra leave is accrued if extra compensation comes from additional effort during the summer months. Any absence taken during the summer months must be taken either as annual leave or, during times of reduced effort, as a reduction in obligations arranged by agreement with the individual's supervisor.
6. 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 administrative appointment (see III.A and III.B).
7. The maximum amount of additional compensation earned under II.6 is determined by the amount of remaining effort, e.g., 1 month of additional compensation for an appointment with a 11/9 salary conversion, 2 months of additional compensation for an appointment with a 10/9 salary conversion. Individuals with a 12/9 salary conversion may not earn additional compensation under the provisions of this policy.
8. The dollar amount associated with "one month of salary" is equal to one-ninth of the nine-month salary appropriate to the faculty position held, net of any stipends for extra duties, i.e., 1/11 of the base salary for an appointment with a 11/9 salary conversion factor; 1/10 of the base salary for an appointment with a 10/9 salary conversion factor.
9. Teaching assignments during the summer term will be considered to require one quarter of one month of effort per semester hour credit (see Policy 1.209V).
10. Additional compensation earned under the provisions of this policy is over and above any additional compensation received from E&G funds as a stipend for extra duties of a temporary nature, including under the terms of an acting or interim appointment.
11. Administrators may earn standard payments for "offload" teaching during the winter term, so long as this teaching assignment is approved in advance by their supervisor.

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 or 10/9 model, are eligible to earn additional compensation under the provisions of this policy. If no salary conversion factor was specified in the original appointment, then an 11/9 salary conversion factor will be used. Clearly delineated expectations of each existing administrative appointment held by a faculty member 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

1. For the purposes of this document, the “summer months” extend from May 16 to August 15. Work for additional compensation under II.6a above can be performed only during this period.
2. The total amount of additional effort-related compensation from during any fiscal year may not exceed the amount specified in II.7.
3. Additional compensation for work outside of effort (e.g., teaching overload during the academic year, teaching in the Winter term) is permitted, subject to the general limitations on such work provided in Policy 1.209V.

Example 1: A faculty member holds a twelve-month administrative appointment with an 11/9 salary conversion factor. They may earn an additional one month of salary per fiscal year under the provisions of this policy. They choose 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-sixth of a month of additional compensation during the period May 16-31, and one-third of a month of salary during June. In total this represents the maximum (one month) of extra salary they can earn.

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 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.

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

D. Approval Process

1. For payment of additional compensation as described in this policy, an EPAF should be submitted through appropriate administrative channels to the Office of the Provost. A separate EPAF should be submitted for each calendar month in which additional compensation is earned, and each submission should clearly indicate the source of, and reason for, the additional compensation.
2. In order to correctly include any additional compensation earned under the provisions of this policy in the appropriate accounts (e.g., in fiscal year retirement earnings), each such EPAF must be received in the Office of the Provost no later than the end of the calendar month following the month in which the work for additional compensation was performed. Failure to submit the appropriate EPAF during this period may result in disapproval of the request for additional compensation.

3. The Office of the Provost will review and approve each special payment authorization request and will also monitor the level of additional support by each individual each fiscal year, for compliance with the provisions of II.5.
4. Faculty members with administrative appointments at the level of department chair/director or higher who assign teaching duties to themselves, for additional compensation, must obtain written approval to do so from the next higher level administrator prior to the beginning of the term in which the teaching duties commence.

E. Cessation of Administrative 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 appointment with an 11/9 salary conversion factor).

F. Promotion Considerations

1. Faculty who receive a promotion-related salary adjustment while holding an administrative appointment will receive an adjustment that is consistent with their salary conversion factor. For example, a person in an administrative position with 11/9 salary conversion factor shall receive a promotion increment that is 11/9 times the standard promotion increment in effect at that time. Similarly, an administrator with 10/9 salary conversion factor shall receive a promotion increment that is 10/9 times the standard.
2. For faculty who received, prior to the effective date of this policy, a promotion increment while holding an administrative appointment, no salary adjustment should be made. However, the terms of the appointment may be amended by the immediate supervisor so that the full amount of the promotion increment is reflected in the nine-month salary upon return to the faculty. For example, for an appointment with an 11/9 salary conversion factor, the nine-month salary upon return to the faculty should be 9/11 of the base salary at the time of reversion, plus 2/11 of the dollar amount of the promotion increment.

IV. Reason for Revision

November, 2011

Editorial revision to ensure compatibility with proposed Faculty Workload Policy regarding compensation and effort during January

V. Related Policies

1.209V Faculty Workload and Compensation

1.212V Summer Sessions and Winter Term Compensation and Distribution