



FACULTY SALARY RULES

Policy Number: CU-HR- 18

PURPOSE

This policy has been enacted to establish and define the process for managing faculty base compensation consistent with the principles of market-based compensation that addresses internal equity and external competitiveness, is perceived as fair, is a defensible program and legally compliant, is fiscally sustainable, and ultimately rewards individual's and/or university members' contributions and performance.

WV Code, Chapter §18B-8-2, establishes the following goals for faculty compensation, which are hereby adopted by the Board:

1. The salary of each full-time faculty member within a discipline group is externally competitive with those in similar disciplines at peer institutions;
2. Faculty are recognized for outstanding performance;
3. Equity among internal salaries is achieved and maintained; and,
4. The faculty be effectively involved in the administration of the faculty rule.

SCOPE

This policy is applicable to full-time, tenured, tenure-track, and non-tenure track faculty regardless of rank; and, specifically excludes part-time and adjunct faculty.

POLICY

It is the policy of Concord University, to the extent financially feasible, to provide internally equitable and externally competitive compensation to help attract, retain, motivate, and reward talented and committed faculty for contributions to furthering the mission.

AUTHORITY FOR IMPLEMENTATION

The Chief Human Resource Officer (CHRO), in conjunction with the Provost, will develop administrative processes, procedures, and/or forms for implementing and administering this policy. At a minimum these procedures will address each of the goals established in WV Code, Chapter §18B-8-2.

PROCESS

The university shall develop and publish an administrative document, Faculty Salary Administration Procedures Guide, to carry out the Board policy on Faculty Salary Rules. The Plan shall include but not be limited to procedures for:

- A description of the market-based compensation methodology.
- Competitive Salary Ranges for faculty positions by rank.
- Process for determining and setting individual salaries, including starting salaries.
- Provisions for promotion increases.

- Provisions for supplemental contracts, including overload, summer pay, and administrative stipends.
- Human Resources, Academic Administrators, and Faculty's role in compensation administration.
- Provisions for maintaining internal equity.

The CHRO shall bring forth recommendations to the Executive Committee and Board regarding budget requests for faculty salary increases, including but not limited to promotions, equity, market adjustments, and / or performance awards.

The CHRO shall provide the Board an update on the status of the compensation goals on at least a triennial basis.

AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with the President.

AMENDMENTS

This Policy may be amended to change names, titles, links to information, and grammatical and spelling without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy may be modified in practice to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to comply with the most current laws and regulations within a reasonable time of discovering the need for change.

REFERENCE/ AUTHORITY

WV Code, Chapter §18B-8-2

Replaces Board Policy CU-HR-18, Faculty Salaries, effective 8/30/05; abolishes the Concord University Faculty Pay Plan; and supersedes Faculty Handbook provisions on Faculty Salaries.

APPROVAL

Intent to Plan/ Revise Approved by the Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021