

Faculty Handbook 2024-2025

SECTION 5

FACULTY COMPENSATION

5.01 Faculty Salary Administration

The University shall strive to achieve and maintain minimum individual faculty salaries by rank and academic discipline which are at 95% of the corresponding CUPA averages for appropriate peer institutions.

Faculty salary increases disbursed through the annual salary administration process are funded as a part of the annual operating budget approved by the Board of Trustees. (Refer to [Policy 04:030](#).)

5.02 Department Chair Compensation

The base (9-month) salary of a Department Chair is determined as it is for all faculty by his or her academic discipline, academic rank, and years in rank. In addition, Department Chairs are paid an annual administrative stipend during the period of their department chair appointment. The stipend ends at such time as the Chair returns to a regular faculty assignment.

5.03 Pay Periods and Receipt of Pay

With the exception of summer school payments, faculty are paid monthly on the first of each month by direct deposit to any financial institution participating in the Automated Clearing House. When the first day of the month falls on a Saturday, the pay date is on Friday; when the first day of the month falls on a Sunday, the pay date is on Monday. New Year's Day and Labor Day may cause a change in the normal pay schedule. Pay statements showing gross pay, itemized benefits and deductions, and net deposits are mailed electronically prior to the end of the month. Changes affecting payroll must be received in the Office of Human Resources by the 20th of the month.

5.04 Payroll Deductions

Some payroll deductions are required by state and federal law: federal income tax, Social Security (FICA), Medicare, Teachers' Retirement, state income tax, court-ordered garnishments and child support orders, and federal and state income tax levies. Other deductions are optional and available at the employee's choice. Detailed information

regarding optional benefits and deductions may be obtained by contacting the Office of Human Resources or found on the HR website.

5.05 Social Security

Faculty are covered by Federal Social Security. Deductions are made at the current yearly rate. The University pays a matching amount to the federal system.

5.06 Unemployment Compensation

Unemployment compensation benefits are available to eligible employees according to the terms, limitations, and conditions imposed by applicable law. Voluntary termination or discharge for misconduct is not normally covered by unemployment compensation. The University contributes the total cost for this coverage.