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## FACULTY SALARY DETERMINATION

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**PURPOSE:** To establish guidelines for the determination of faculty salaries.

**Policy Statement:**

The intent of this policy is to provide for a process for faculty salary determination, notification of faculty, and appeals regarding faculty salary decisions.

**I. Salary Determination**

- A. **Policy for Distribution of Salary Increments to Faculty:** Each college and the Library shall establish a written policy regarding how salary increments shall be distributed to faculty within the college/Library. This policy shall be developed by the dean of each college or the Library and a committee of faculty members representing each department within the college or the Library. The departmental representatives shall be chosen by the majority vote of official faculty within each department. The policy developed shall be approved by a majority vote of the committee and by the dean. The salary distribution policy is subject to approval by the Provost and Vice President for Academic Affairs. A copy of the approved policy shall be kept on file in the office of the Provost and Vice President for Academic Affairs.
- B. **Distribution of Funds by the Provost and Deans:** Each year the Provost and Vice President for Academic Affairs shall distribute available funds to each college and the Library according to guidelines approved by the President. The deans will determine the amount distributed to each department. The deans' distribution of funds may take into account possible differences in qualifications and performance among departments and individuals.
- C. **Process:** Department chairs shall follow the salary distribution policy established by the college/Library in determining salary increments for each faculty member to be recommended to the dean. A copy of the department chair's recommendation must also be sent to the respective faculty for review, with proposed adjustments indicated for the categories of a) across the board, (b) performance, (c) equity, (d) promotion, and (e) other (see sample letter). A faculty member who does not agree with the department chair's recommendation, may appeal to the dean of the college within two working days after receiving notification. If the results of the dean's decision are not satisfactory, faculty may follow the Faculty Grievance Procedure as described in the BSU Administrative Handbook (BSU 4480). The dean shall consider the chair's recommendations and forward his or her own recommendations to the Provost and Vice President for Academic Affairs. Provost and Vice President for Academic

Affairs shall submit his or her recommendation to the President, with the final approval made by the State Board of Education.

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**Sample Letter to Faculty from Department Chair**

Date:

To: (Faculty Member)

From: (Department Chair)

Subject: Salary Recommendation for (academic year)

After reviewing your performance evaluation for (calendar year), I am recommending to the dean the following salary adjustments for (academic year).

Current Salary	\$ _____
Across the Board Increase	\$ _____ ( _____ %)
Performance Increase	\$ _____ ( _____ %)
Equity Increase	\$ _____ ( _____ %)
Promotion	\$ _____ ( _____ %)
Other Adjustment	\$ _____ ( _____ %)
Total Increase	\$ _____ ( _____ %)
Recommended Salary	\$ _____

If you do not agree with the proposed salary adjustment, you may appeal to the dean within two working days after this notification. If the results of the dean's decision are not satisfactory, you may follow the Faculty Grievance Procedure as described in BSU Administrative Handbook (BSU 4480).