

Memo to: All UH-Downtown/PS Holders

From: Max Castillo, President

Subject: Faculty Salary Adjustments

UH-Downtown/PS 10.A.09

Issue No. 2

Effective date: 01/22/07

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## 1. PURPOSE

This PS states the policy and procedures for faculty salary adjustments based on faculty performance evaluations, promotion in rank, additional assigned duties and inequities based on current academic market demands and/or salaries of comparable faculty within the institution.

## 2. DEFINITIONS

No applicable definitions available.

## 3. POLICY/PROCEDURES

### 3.1 Operating Details

3.1.1 Recommended salary adjustments will be based on faculty performance evaluations described in PS 10.A.05

3.1.2 Salary adjustments based on promotion in rank will be of equal dollar amounts within each rank. The actual amount awarded will be consistent with average salary difference between ranks in similar institutions and will be announced yearly by the Vice President for Academic Affairs.

3.1.3 Salary adjustments based on current academic market demands and/or salaries of comparable faculty within the institution will be based on documented evidence furnished by the chair of the faculty member's department to the appropriate dean and the Vice President for Academic Affairs, and the amount of funds available for such adjustments. In the spring semester prior to the beginning of a new biennial funding cycle, all department chairs will review the salaries of their continuing faculty with respect to average salaries paid by discipline and rank at similar institutions. In addition, the chairs will review the salaries of their faculty with respect to average salaries paid by discipline and rank within the institution. Based on these reviews and consultations with the affected faculty members in their departments, they will recommend to the dean appropriate salary adjustments. The Vice President for Academic Affairs will inform the department chairs and deans as to the disposition of their requests.

3.1.4 Temporary salary adjustment based on additional assigned duties will be based on written agreements involving the faculty member, his department chair and dean, and the Vice President for Academic Affairs. The

agreement will specify the amount of the adjustment, the length of time it covers, and the source of funds for the additional compensation.

## 4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: Biannually

Signed original on file in Employment Services and Operations.

Policy History

Issue #1: 4/24/89