

30.2 Faculty Salary Practice

- **30-2-1 Purpose**
- **30-2-2 Faculty Salary Schedule**
- **30-2-3 Placement on the Schedule**
- **30-2-4 Advancement on the Schedule**
- **30-2-5 Overload Compensation**
- **30-2-6 Summer Session Compensation**
- **30-2-7 Adjunct Compensation**
- **30-2-8 High Impact Increment**
- **30-2-9 Merit Pay**

1. Purpose. The procedures for Eastern New Mexico University-Roswell (ENMU-Roswell) faculty compensation must be clearly defined and fairly applied to assure equitable treatment for all faculty.

2. Faculty Salary Schedule. The nine-month faculty salary schedule is in a matrix form and applies to all full-time faculty. The salary schedule is adjusted annually as part of the budget approval process, contingent upon available dollars for salary purposes. In adjusting the salary schedule, the base cell (Level I, Step 0) on the salary schedule is adjusted and the other cells adjusted in reference to the base cell. The salary schedule provides greater compensation to faculty based on increased education (or industry/trades skill) on a horizontal level and longevity in the educational system on a vertical level.

3. Placement on the Schedule. The unit assistant vice president, in consultation with the Vice President for Academic Affairs, will determine the placement of new faculty on the salary schedule. All faculty will be placed on the academic level unless a journeyman's license is required in the position announcement. If so, then these faculty will be placed on the Industry/Trades level. Placement will be based upon documented evidence of education (or licensure for the Industry/Trades level) and experience.

A maximum of five years credit for previous experience will be awarded to any new member of the faculty. Faculty postsecondary teaching experience will receive credit on a one-to-one basis up to the maximum of five years. One year of teaching experience at the postsecondary level is defined as 30 credit hours. Each 30 hours of teaching experience will equal one step on the salary schedule. No credit will be given for less than one full year of experience. Part-time work will be based on credit hours taught, with each 30 credit hours equaling one year of experience.

Elementary and secondary level experience and related industrial experience for faculty in the Industrial/Trades area will be credited on a two-for-one basis, up to the maximum of five years. Two years of full-time experience will equal one step on the salary schedule. Part-time work will be converted to the equivalent of full-time work. No credit will be given for less than two full years of experience.

4. Advancement on the Schedule. Compensation for faculty is based on average salary increases. Each year the salary schedule is adjusted to reflect the average increase in faculty compensation. Individual faculty may receive more or less than the average increase. Faculty may advance on the salary schedule either through achieving additional qualifying education following their hire date or by longevity.

A. Additional Education. Faculty who are seeking advanced degrees after their hire date may progress horizontally on the salary schedule with submission of transcripts verifying courses completed toward their next degree. The FEC and Vice President for Academic Affairs must approve college credit hours taken by faculty to advance to higher steps on the salary schedule. Such hours would normally be in the faculty member's primary or secondary teaching area or in courses designed to enhance the quality of the

teaching process. If doubt exists as to the acceptability of college courses for salary enhancement, consultation with the unit Assistant Vice President and/or the Vice President for Academic Affairs should occur prior to registration for the course. College hours designed for advancement on the salary schedule must be earned after the faculty member receives the initial degree required for the position they hold if they do not possess that degree when they are hired. Official transcripts or other documents must support advancement on the salary schedule based on additional education. The faculty member must submit these documents to the office of the Vice President for Academic Affairs by no later than June 15 preceding the academic year for which the advancement is requested.

B. Longevity. Full-time faculty normally advance one level for each year of teaching experience at ENMU-Roswell. If faculty do not receive an increase in compensation, the salary schedule is adjusted so the faculty still advance but without an increase in compensation

5. Overload Compensation. Full-time faculty who teach above a normal semester load will receive overload compensation equal to adjunct faculty compensation.

6. Summer Session Compensation. Faculty (either full-time or adjunct) who teach in the summer session shall receive compensation equal to adjunct compensation.

7. Adjunct Compensation. Adjunct faculty are compensated at a flat rate (no enrichment for education or longevity) based upon a per credit hour rate. The per credit hour rate is determined annually by the administration with the publishing of the full-time faculty salary schedule.

8. High Impact Increment. A high impact increment above ENMU-Roswell's faculty salary schedule shall be established for those instructional subject areas considered to be in high demand based on market forces. The Vice President for Academic Affairs initiates a recommendation to the ENMU-Roswell President, if he/she deems that the high impact increment is appropriate. The award for high impact is applied to all faculty within the high impact subject area. The amount of the increment is set upon initial implementation and remains fixed unless or until additional action is deemed appropriate. The Vice President for Academic Affairs recommends to the ENMU-Roswell President elimination of high impact compensation once it is determined that market forces have changed to make this increment no longer necessary.

9. Merit Pay. Merit pay, when appropriate, is in excess of the salary schedule and is applied for a single year only. Merit pay does not increase the individual's salary base. The detailed procedures for awarding faculty merit pay are contained in a separate document.