

# Chapter 8

## Salaries and Extra Compensation

### 8.1 SALARIES AND CONTRACTS (new)

#### 8.1.1 SALARY SCHEDULES<sup>1</sup> (formerly 4.9)

Salary schedules indicate salary ranges for each academic rank. The Board of Trustees authorizes these ranges.

The labor market dictates, to a large extent, the salaries that must be paid to faculty in different disciplines; therefore, there is no assurance that faculty members holding identical academic rank will be paid identical salaries. Furthermore, because of overlapping salary ranges in each academic rank, it is possible for an individual faculty member holding a higher academic rank to be paid less than another faculty member holding a lower academic rank. The primary determinants of salary are the forces of supply and demand, the needs of the university, and the individual's performance on the job.

#### 8.1.3 COMPENSATION FOR ADMINISTRATIVE OFFICERS<sup>2</sup> (formerly 4.9.2)

For traditional classroom teaching, no additional compensation shall be paid to administrative officers (President, vice-presidents, deans, department heads, etc.) with a 12-month faculty appointment who teach. These officers receive their regular monthly salary regardless of the number of hours they teach. With the approval of the Provost and Executive Vice President for Academic Affairs, administrative officers may be compensated for teaching courses after normal work hours.

#### 8.1.4 ADVANCES<sup>3</sup> (formerly 4.9.3)

Advance payments for salaries are not available.

#### 8.1.5 SUMMER APPOINTMENT<sup>4</sup> (formerly 2.12)

Based on university and programmatic needs, summer appointments may include teaching, scholarly activity, and/or service activity. For full-time 9-month faculty, summer differentials are based on the number of credit hours at one thirty second (1/32) per credit hour of instruction or its equivalent times the nine-month salary; e.g., a three-credit hour course would be  $3/32 \times 9$ - month salary for the summer differential. Nine credit hours during May 12 term are the maximum credit hours to determine a summer differential; 6 credit hours are the maximum credit hours during May 6 and June 6 terms; and 3 credit hours are the maximum credit hours during June 4 and July 4. Overloads during the short terms are discouraged, but if

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<sup>2</sup> Revised 06/2023

<sup>3</sup> Revised 06/2023

<sup>4</sup> Revised 06/2023

required, compensation will be at the adjunct rate. Compensation for courses that may be required for a few students during the summer may be prorated, if the instructor agrees to the reduction in compensation.

#### **8.1.6 NON-TEACHING SUMMER ACTIVITIES<sup>5</sup> (formerly 2.12.1)**

Scholarly activity and/or service may be substituted for teaching during the summer sessions upon specific approval of the department head, dean, and Provost and Executive Vice President for Academic Affairs.

#### **8.1.7 SUMMER OVERLOADS<sup>6</sup> (2.12.2)**

No overload compensation is available during the summer terms except upon the specific approval of the department head, dean, and Provost and Executive Vice President for Academic Affairs. Contracts will be issued for all overloads and will specify the exact terms of the overload agreement.

#### **8.1.8 NON-TENURE AND TENURE-TRACK CONTRACTS<sup>7</sup> (formerly 2.2.1)**

A full-time or part-time contract is for a designated period and automatically expires at the end of that period (e.g., spring semester). Full-time non-tenure track and probationary tenure-track faculty receive 9-month contracts, unless special approval is received for a 10-, 11-, or 12-month faculty contract.

Tenure-track appointments shall begin with appointment to the rank of full-time assistant professor or a higher rank. The non-tenured period for tenure shall not exceed 7 years. Included within this period, if the initial contract stipulates, shall be approved full-time tenured service at other institutions of higher education. It may be agreed in writing that a faculty member's new appointment is for a probationary period of less than five complete years at Jacksonville State University.

The university shall not be bound by any prior promises, agreements, or understandings, oral or written, regarding the faculty member's contractual employment with the university. The terms and conditions applicable to the faculty member's appointment may not be changed orally but only in writing and duly signed by the university through its authorized representative in accordance with established procedures.

The contractual rights of the faculty member and university are personal to each party and may not be assigned or transferred to any other person or entity. The faculty member's duties and responsibilities may not be delegated.

Contracts are not required to be issued to tenured faculty.

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<sup>5</sup> Revised 06/2023

<sup>6</sup> Revised 06/2023

<sup>7</sup> Revised 06/2023

### **8.1.9 SUPPLEMENTAL CONTRACTS<sup>8</sup> (formerly 2.2.2)**

Overload and/or summer differential contracts are awarded to faculty members, upon approval of the dean and the Provost and Executive Vice President for Academic Affairs, regardless of tenure-track status. Adjunct faculty receive designated contracts and receive no fringe benefits other than those required by Federal or State law, e.g., FICA. Contracts are also used to provide compensation for faculty who perform supplemental duties, such as extra compensation from grants or contracts.

### **8.1.10 FACULTY APPOINTMENT<sup>9</sup> (formerly 2.2.3)**

All faculty contracts have the initial designation of program area stated in the letter of appointment. Appointment for tenured faculty shall be the program area in which they hold tenure. Faculty members who change program areas within the university retain their tenure or progress toward tenure. Program area is subject to change at the discretion of the university.

### **8.1.11 CONTRACT FORM, ISSUANCE, AND RECEIPT<sup>10</sup> (formerly 2.2.4)**

Faculty contracts shall typically include the following:

1. Type of contract and appointment.
2. Salary.
3. Designation of program area(s).
4. Designation of academic rank, academic title, or special academic status.
5. Duration of contract.
6. Special conditions (if any).
7. For overload and adjunct contracts, all course sections taught with enrollment numbers, including regular teaching load and any overload courses, should be included.

All full-time tenure-track and non-tenure-track contract renewal offers for an academic year will generally be issued before end of the spring semester for the following academic year. Signed contracts must be returned within two weeks. The contractual rights of the faculty member and university are personal to each party and may not be assigned or transferred to any other person or entity. The faculty member's duties and responsibilities may not be delegated.

All contracts are issued and returned on an individual basis.

### **8.1.12 SALARY CONVERSION FOR ADMINISTRATORS WITH FACULTY RANK<sup>11</sup>**

Upon becoming an administrator from regular faculty status, a faculty member's salary will generally be adjusted to an annual rate by multiplying the current salary by 1.22 and then

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<sup>9</sup> Revised 06/2023

<sup>10</sup> Revised 06/2023

<sup>11</sup> Revised 06/2023

adding the amount of the agreed-upon administrative stipend for the position. For example, for a faculty member on a nine-month contract with a salary of \$60,000 who becomes an administrator with a \$5,000 stipend, the \$60,000 salary is multiplied by 1.22 to annualize the salary (\$72,000) before adding the \$5,000 stipend, for a total of \$79,000. Likewise, administrators, upon cessation of an administrative appointment, return to a full-time faculty appointment at a salary determined by first reducing the administrative salary by the amount of the administrative stipend and then dividing 1.22 into the remaining annual salary to establish the new nine-month faculty salary. Given the example above, if the administrative salary has increased (due to raises, etc.) to \$85,000, subtraction of the \$5,000 administrative is the first step (\$80,000). That amount is then divided by 1.22, so the nine-month salary would be \$66,667.

## **8.2 GRANTS AND SPONSORED PROJECTS (new)**

### **8.2.1 FACULTY RESEARCH GRANT GUIDELINES<sup>12</sup> (formerly 6.3, 6.3.1)**

Through the Faculty Research Grant Program, the university provides funds to encourage and support faculty involvement in research or creative activities. Research proposals are accepted from all fields of academic endeavor. However, no dissertation/thesis research projects or curriculum development projects will be accepted. Proposals should be submitted to the chair of the faculty research committee and should include the objective of the project, the benefits of the research to the discipline and to the university, the methods and techniques involved, special consideration, such as prospects of future contracts or grants funding, and a detailed budget.

Specific instructions on the submission process are available online on the academic affairs website.

Proposals must be submitted in March for the upcoming academic year. They are evaluated by the faculty research committee, which recommends funding to the Provost and Executive Vice President for Academic Affairs.

To support a diverse population of researchers, a general funding limit is placed on each request. However, when proposals are of exceptional quality with possible broad benefits to the university, funding requests exceeding the year's funding limit will be considered.

Awards are generally made for the next fiscal year, although a proposed project may continue for several years. A one-year funding of a multi-year project does not guarantee future funding. No projects will be funded if the principal investigator/research coordinator fails to submit a summary report detailing the results of previously funded projects. Monetary awards should be expended within the appropriate fiscal year. A faculty member is limited to submission of one proposal per year.

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### **8.2.2 FACULTY RESEARCH GRANT COMMITTEE<sup>13</sup> (formerly 6.3.2)**

The faculty research committee consists of full-time faculty members nominated by the faculty senate and appointed by the Provost and Executive Vice President for Academic Affairs.

Members serve for 3-year terms with one third of the committee replaced annually. Primary functions of the faculty research committee are as follows:

1. To encourage and promote scholarly research/creative endeavors in all academic disciplines.
2. To establish and maintain procedures to solicit and evaluate internal research grant proposals.
3. To forward recommendations regarding funding and support to the Provost and Executive Vice President for Academic Affairs.
4. To make an annual report to the Provost and Executive Vice President for Academic Affairs on the effectiveness of the JSU Faculty Research Grant Program and to make recommendations for improvement.
5. To review applications for faculty research recognition and make recommendations for recognition to the Provost and Executive Vice President for Academic Affairs.

### **8.2.3 FACULTY TRAVEL AND SELF-IMPROVEMENT GRANTS<sup>14</sup> (formerly 6.4)**

Faculty Travel and Self-Improvement Grants are intended to provide opportunities for faculty self-improvement and renewal. The program guidelines are intentionally broad so that faculty throughout the university can propose innovative and diverse projects in a variety of areas. Presentations of scholarly papers or creative activities at regional, national, or international professional meetings will be supported with these funds. Travel grants are not made for normal course development. Also eligible are faculty who hold official positions or offices in professional organizations and who are not compensated for expenses associated with attendance at organizational meetings.

Submission of the application is made through the department head and dean to the professional development committee, which reviews applications and makes recommendations for funding to the Provost and Executive Vice President for Academic Affairs.

Additional information concerning faculty development grants may be obtained from the academic affairs website.

### **8.2.4 EXTERNALLY FUNDED/SPONSORED PROJECTS AND GRANTS<sup>15</sup> (formerly 6.5)**

The mission statement of the university specifies that it provides service to the community through research activities. Moreover, the university's goals include providing faculty with resources for professional development, increasing fiscal resources through externally funded projects and grants, and maintaining a reputable academic standing. Therefore, the university

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<sup>14</sup> Revised 06/2023

<sup>15</sup> Revised 06/2023

encourages and supports faculty efforts to acquire and maintain funding for research from external sources.

The Office of Sponsored Programs will assist faculty and university personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by federal and state laws, sponsor rules and regulation, and university policies and procedures. The Office of Sponsored Programs offers a Proposal-Development Guidebook, available from its website. For specific guidelines concerning submission of proposals and policies relevant to protection of experimental subjects, civil rights, patents, copyrights, cost-sharing, indirect costs, and related matters, faculty should consult the Jacksonville State University Manual of Policies and Procedures.

When grants and awards are made to faculty members, the faculty member will normally be designated project director and budget manager for a university account for that project. Faculty members should consult the appropriate sections of the Jacksonville State University Business Procedures Manual and the Jacksonville State University Manual of Policies and Procedures upon approval of grants and projects.

#### **8.2.5 EQUIPMENT<sup>16</sup> (formerly 6.8)**

Equipment that is acquired through a grant or sponsoring agency becomes the property of the university and the responsibility of the department head unless otherwise specified in advance by the sponsoring agency.

### **8.3 NON-INSTITUTIONAL PROFESSIONAL ACTIVITIES AND EXTRA COMPENSATION<sup>17</sup> (formerly 6.1)**

Non-institutional professional activities for outside clients and participation in university activities for additional compensation are encouraged when they provide a service to business, industry, government, the region, or the university and allow faculty to keep abreast of current practices and problems in their academic fields. See the Non-Institutional Professional Activities<sup>18</sup> and Extra Compensation Policies<sup>19</sup> in the Jacksonville State University Manual of Policies and Procedures.

### **8.4 CONFLICT OF INTEREST<sup>20</sup> (formerly 6.2)**

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<sup>16</sup> Revised 06/2023

<sup>17</sup> Revised 06/2023

<sup>18</sup> <https://public.powerdms.com/JSUAL/documents/1291511>

<sup>19</sup> <https://public.powerdms.com/JSUAL/documents/1291510>

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When faculty engage in either sponsored or university-supported research or activities, such as serving as paid or unpaid consultants, as part-time employees of any organization or agency, or as owners with significant interests in private business, their conduct may be subject to the conflict-of-interest statutes.

Faculty are responsible for being alert to possibilities of actual and potential conflicts of interest when they are involved in university-sponsored activities at the same time that they have significant interests in private businesses, engage in outside part-time work, or provide consultative services. Prior to engaging in such activities, faculty must notify their immediate supervisors, in writing, of any actual or potential conflicts of interest entailed. The supervisor shall forward such statements for review to the Provost and Executive Vice President for Academic Affairs or to an administrator designated by the Provost and Executive Vice President for Academic Affairs. A written opinion as to whether conflict of interest does or does not exist shall be transmitted to the faculty member, to the dean, and to the department head. See also the Jacksonville State University Manual of Policies and Procedures.<sup>21</sup>

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<sup>21</sup> <https://public.powerdms.com/JSUAL/documents/1291290>