

7.1 UND SALARY ADMINISTRATION POLICY FOR FACULTY EMPLOYEES

I. Objectives

The primary purpose of the salary administration policy at the University of North Dakota is to complement the stated goals of the University by attracting and retaining well-qualified faculty employees. When possible, the University will be responsive to market influences with consideration for internal equity. The policy also ensures that salary adjustment decisions are made as fairly as possible and communicated effectively to faculty.

II. Definitions

Merit means a salary adjustment made solely in recognition of work performance which is superior and consistently exceeds performance standards documented through an established review process. Salary adjustments based on performance are considered only during the annual budget process.

Market means a salary adjustment to reduce or eliminate an external pay rate disparity using North Dakota University System and/or UND recognized market data.

Equity means a salary adjustment to reduce or eliminate an internal pay rate disparity.

Promotion means a salary adjustment in recognition of a change in rank. .

Temporary means a salary adjustment for a short period of time while an employee serves in an interim position or is assigned additional duties on a temporary basis.

Regular contract salary is the salary compensation specified for the 9-, 10-, 11-, or 12-month period in the academic contract of employment.

III. Procedures

A. Hiring Rates.

Faculty employees are hired comparative to the market level for the position. Consideration may be given to substantial, directly related experience and internal equity. This applies to all new hires, transfers and rehires.

B. Annual Budget Salary Adjustments

Decisions concerning all salary adjustments must be implemented in accordance with legislative, SBHE, and university requirements.

The President's Office provides any relevant legislative or SBHE directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.

The President and Vice Presidents determine priority needs of the University and establish guidelines for salary allocations, based on information from sources such

as deans, directors, department heads, and other individuals and groups. The guidelines provide for the adjustment(s) and the level of any other allowable adjustments as defined above.

Each dean, department head or administrator responsible for making individual salary determinations will follow the approved guidelines and include documentation for merit, market, or equity adjustments.

Recommendations of the dean, department head, or administrator will be reviewed by the appropriate vice president and/or president for final approval.

All faculty receiving an annual salary adjustment must have completed the mandatory on-line harassment training.

Current performance evaluations must be on file consistent with SBHE and institutional policy.

Any July 1 salary adjustments that were not included or were incorrect in the Budget Application are processed by using a Job Data Change Form.

C. Other Salary Adjustments.

Under certain circumstances, other salary adjustments may be made throughout the year with appropriate review and approval as indicated. Within the School of Medicine & Health Sciences, approval is required from the Department Chair, the Vice President for Health Affairs, and the President. Such salary adjustments are:

1. Additional workload. An increase to regular contract salary may be granted based on a documented additional workload as a result of major changes such as new programs or reorganization. A Job Data Change form must be completed. Signatures of approval are required from the Dean and the VPAA.
2. Temporary Adjustment. An adjustment may be given to a faculty member assigned additional duties on a temporary basis or serving in an interim position. These duties would be within the individual's 100% time commitment. An Additional Pay form must be completed. Signatures of approval are required from the Dean and the VPAA.
3. Overload. An adjustment may be given to a faculty member for work performed on a temporary basis that is in addition to the individual's regular departmental workload as defined by the respective chair and dean and in accordance with approved and published departmental and college/school policy. Payment of overload assumes it is not possible to reduce the individual's regular workload. The overload pay must be on a temporary basis not to exceed one fiscal year and will not generally be greater than 20% of the individual's regular contract salary. Overload appointments may be renewed depending on circumstances with approval of the respective chair, dean, and VPAA. Funding agency approval is required for all supplemental or overload pay on grant and contract funds. An Additional Pay form must be completed. Signatures of approval are required from the Dean and the VPAA.

4. Internal Equity Adjustment. An equity adjustment to regular contract salary is intended to reduce or eliminate documented institutional internal salary disparities which cannot be accounted for after an analysis and comparison of differences in the work assigned, individual qualifications, experience, years of service, and work performance. Although uncommon and should be included in the annual budget process, these situations may arise at other times during the year. Internal equity adjustment requests are made in consultation with the Offices of the Dean and the Provost/Vice President for Academic Affairs and are submitted with supportive documentation including a memorandum of justification and a Job Data Change form. Signatures of approval are required from the Dean and the VPAA.

5. Market Adjustment. A market adjustment to regular contract salary is intended to reduce or eliminate a documented external salary inequity using North Dakota University System and/or UND recognized market data. Although uncommon and should be included in the annual budget process, these situations may arise at other times during the year. Market adjustment proposals must consider institutional internal equity and are made in consultation with the Offices of the Dean and Provost/Vice President for Academic Affairs. Requests are submitted with supportive documentation including a memorandum of justification and a Job Data Change form. Signatures of approval are required from the Dean and the VPAA.

6. Summer Compensation. Compensation from sponsored agreements for work performed from May 16-August 15 by 9-month appointees will be based on the previous academic year's regular contract salary. Compensation for summer work from other sources of funding may be based on an official salary schedule approved and published by the college, school, or division, and will not exceed the individual's regular contract salary rate for the previous 9-month contract.

D. Effort Reporting Compliance.

When a salary adjustment is made for a faculty member who is receiving funding from grants or contracts, the assignment of responsibility for that faculty member must be consistent with the effort reporting requirements of the grant or contract. The assignment of responsibilities shall be coordinated with the appropriate office within the Division of Research & Economic Development prior to submitting the salary adjustment to the VPAA.

IV. Grievances

Current grievance policies/processes are available as a means to provide an impartial review of a salary adjustment decision. Any faculty member who believes that a salary adjustment decision was inappropriate may request a review through the appropriate process.

UND Faculty Handbook, [II-2.1. Faculty Grievances –UND Procedures to Implement The State Board of Higher Education Faculty Grievance Procedure](#)

Section [612](#) – Faculty Grievances

1. Faculty grievances filed under SBHE Policy [612](#) are subject to mandatory mediation, which means all parties must participate in at least one mediation session.

2. Under SBHE Policy [612](#) . . . A faculty member may also file a grievance over discretionary actions, such as salary adjustments and performance evaluations, but only to determine whether the discretionary action was made in accordance with relevant Board or Institutional policies, practices, procedures or criteria and constituted a clear abuse of discretion.

UND Faculty Handbook, [II](#)-1.4.B. Equal Opportunity/Affirmative Action Policy Statement and Procedures for Complaints of Discrimination or Harassment

The University of North Dakota practices a policy of non-discrimination in recruiting, hiring, and promoting all of its employees—faculty, staff, and students. It is committed to administering all personnel actions including, but not limited to, demotion, transfer, use of facilities, treatment during employment, rates of pay or other forms of compensation, selection for training, lay off, or termination without regard to race, color, national origin, religion, sexual orientation, sex, age, creed, marital status, veteran's status, political belief or affiliation, or physical, mental, or medical disability unrelated to the ability to engage in activities involved with the job.

Approval recommended by VPAA Academic Cabinet October 7, 2009

Approved by University Senate November 5, 2009

Approved by President Kelley November 18, 2009

Approved by Chancellor Goetz December 8, 2009