Policy for Faculty
Upgrade/Downgrade/Retention/Off-Scale Salary Funding
January 22, 2010

Effective Date: 2009/10

Separations: This policy applies to faculty with separation notifications that were received by the school/college that are effective on or after July 1, 2010.

New Hires and Retentions: This policy applies to new hires and retention offers that are effective July 1, 2010 or later.

Effective Date: 2012/13

Off-Scale Salaries: This policy applies to the Academic Merit & Promotion process effective July 1, 2012 or later.

This policy provides details regarding the funding procedures for faculty salaries as it relates to upgrade/downgrade for both Assistant Professors and Tenured faculty including retention offers and newly allocated FTE.

ASSISTANT PROFESSOR / LECTURER W/PSOE

FACULTY DOWNGRADE

Effective with the date of separation, the position will be adjusted to the current Assistant Professor Step III (ASPIII) value. One-third of the downgrade funds will be pulled centrally and the Schools/Colleges will retain the funding for the remaining 2/3rds. Resource Planning and Budget (RPB) will process appropriate transfers for the downgrade portion of the position to include moving the School/College portion of the funds to the Dean’s Unallocated. The movement of the related FTE as well as related adjustments to employee benefits or support funds will remain the responsibility of the school/college.

FACULTY UPGRADE

Effective with the date of hire, upgrade funding both temporary and permanent will be provided on a cost share basis with the Chancellor. Funds will be
provided centrally for 1/3\textsuperscript{rd} of the upgrade above ASPIII and the Schools/Colleges will provide funding for the remaining 2/3\textsuperscript{rd}s. The appropriate temporary and permanent transfers of upgrade funds including the School/College portion, will be processed by RPB. The movement of the FTE related to the new hire as well as related adjustments to employee benefit or support funds will be the responsibility of the school/college.

**ASSOCIATE / FULL PROFESSOR / LECTURER W/SOE**

**FACULTY DOWNGRADE**

Effective with the date of separation, the full salary, benefits (30\% of the ASPIII rate*), and FTE will be pulled back permanently to the Chancellor. Subsequently, temporary and permanent funding equal to 2/3\textsuperscript{rd}s of the downgrade to the current ASP III level will be returned to the organization. RPB will process all appropriate transfers.

**FACULTY UPGRADE**

Effective with the date of hire, permanent salary (ASPIII rate), FTE and benefits (30\% of ASPIII rate*) will be provided by the Chancellor. Additionally, temporary and permanent funding will be provided centrally for 1/3\textsuperscript{rd} of the upgrade amount and the Schools/Colleges will provide funding for the remaining 2/3\textsuperscript{rd}s. The appropriate transfers of funding to include the School/College portion will be processed by RPB. Benefits associated with the upgrade portion of the salary remains an organizational responsibility.

**FACULTY RETENTION**

Faculty retention cases shall follow the same procedures as detailed in the Faculty Upgrade section above utilizing the same 1/3\textsuperscript{rd}, 2/3\textsuperscript{rd}s cost share.

**FACULTY OFF-SCALE SALARIES FROM MERIT/PROMOTION PROCESS**

If the Academic Merit and Promotion process results in an off-scale salary increase where one did not previously exist or results in an increase to a current off-scale amount, this policy will apply with regards to the funding of that salary component.

* Benefit Rate increased from 20\% to 30\% effective January 1, 2012.