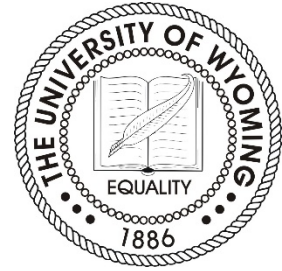

UNIVERSITY OF WYOMING REGULATIONS

Subject: Compensation for Academic Personnel

Number: UW Regulation 2-3



I. PURPOSE

To establish policies and procedures for establishing compensation for Academic Personnel, including salary for initial appointments and changes in salary associated with a change in appointment.

II. DEFINITIONS

Academic Personnel: University employees with academic designations and appointments described in UW Regulation 2-1.

III. COMPENSATION

A. Base Salary

The base salary for Academic Personnel on academic year appointments is for work assigned as part of the standard workload, including periods during the academic year when classes may not be in session. The academic year is defined as the period beginning with the faculty reporting day of the Fall semester and ending when Spring semester grades are due.

The base salary for Academic Personnel with fiscal year appointments is for work assigned as part of their standard workload during the fiscal year including periods when classes may not be in session.

The base salary for academic personnel may be augmented for performing administrative duties and other duties beyond the usual academic assignments during the academic or fiscal year.

B. Supplementary Compensation from Funds Disbursed Through the University

1. When approved by the appropriate University authorities, full time academic personnel on academic year appointments may earn supplemental pay for additional duties, providing these duties are not included in the standard academic year workload. Supplemental pay will be prorated accordingly. A maximum of an additional 3/9ths of the base faculty salary may be earned in supplemental pay. Any exceptions to this limitation requires prior approval of the Provost and

Vice President of Academic Affairs, in consultation with the President, and may require prior approval by other offices and federal agencies as well.

2. When approved by the appropriate University authorities, academic personnel who have been granted a calendar or academic year sabbatical leave may receive compensation from sponsored research grants and contracts awarded to the University, up to a maximum of forty (40) percent of their approved academic year salary, if funding from the grant or contract is an integral component of the sabbatical proposal.
3. Academic personnel may be eligible for additional supplemental compensation. See Employee Handbook for details.

IV. Initial Appointment

The recommendation for appointment of faculty and other Academic Personnel shall be submitted by the head of the unit through appropriate academic and/or administrative channels, and shall be accompanied by a recommendation for a starting salary. The recommendation for a starting salary shall be based upon academic rank, academic assignment, academic credentials and market conditions. Special consideration shall be given to the following: (1) teaching ability and performance; (2) research ability and achievement; and (3) ability and performance in continuing education, public service, committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services.

Full time and part time benefited Academic Personnel shall be appointed by the President of the University; however, tenure, promotion, and 5-year fixed term appointments shall not be granted without approval by the Board of Trustees (see UW Regulations 2-1 and 2-7). Part time non-benefited Academic Personnel shall be appointed by the Provost and Vice President for Academic Affairs.

The President shall report personnel actions to the Trustees annually.

V. Changes in Salary Rates

All changes in salary rates are subject to the availability of funds and the adoption of the Annual Salary Distribution Policy by the Board of Trustees. Prior to the beginning of each fiscal year, Academic Personnel shall be advised by the President, or the President's designee, of any changes in individual salary rates being recommended to and subsequently approved by the Board of Trustees through the Annual Salary Distribution Policy.

In order to receive a salary increase for a promotion in rank, a faculty member must be recommended for promotion as prescribed by UW Regulation 2-1. Changes in salary rates due to retention offers are at the recommendation of the Dean or Director, with final approval by the Provost and Vice President for Academic Affairs.

VI. Changes in Appointment

Individuals who are appointed department heads, deans, and vice presidents move in and out of such administrative roles during the course of an academic career. When such an individual accepts increased administrative responsibilities, increased salary may be provided to reflect, in part, the added responsibility. When such increments are provided, a written record should be made thereof in the initial letter of appointment. Upon leaving an administrative position and returning to the faculty or staff, and consistent with Section V of this Regulation, an individual's salary should be reduced to reflect, among other considerations, the change in responsibility and, in some instances, a shift to a nine-month academic year appointment.

The Provost and Vice President for Academic Affairs, working in concert with the President, has the responsibility, as delegated by the Board of Trustees, to assure that salary adjustments are made, as appropriate, to reflect changes in roles and responsibilities.

VII. Summer Session and Winter Session (J-Term)

Faculty members shall be appointed to summer or winter session by the Provost and Vice President for Academic Affairs. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs and shall be accompanied by a recommendation for a salary. The recommendation for appointment is submitted to the Provost through the regular academic and/or administrative process. The recommended salary shall be based upon academic assignment, academic credentials and market conditions.

IX. Temporary Salary Increase

The Provost and Vice President for Academic Affairs may approve a temporary increase in salary for an employee to perform the duties and responsibilities of a faculty member or University officer who will be absent for two months or more but less than two (2) years or to temporarily fill a vacant position.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 173; adopted 11/20/2009 Board of Trustees meeting

Revisions adopted 11/16/2012 Board of Trustees meeting

Revisions adopted 11/20/2015 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3

Revisions adopted 3/24/2022 Board of Trustees meeting