# 2 UNIVERSITY OF WYOMING REGULATIONS

- 3 Subject: Compensation for Academic Personnel
- 4 **Number:** UW Regulation 2-3

## 5 I. PURPOSE

- 6 To establish policies and procedures for establishing compensation for Academic 7 Personnel, including salary for initial appointments and changes in salary associated with 8 a change in appointment.
- 9 **II. DEFINITIONS**
- Academic Personnel: University employees with academic designations and
   appointments described in UW Regulation 2-1.
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13 III. COMPENSATION

## 14 **A. Base Salary**

15 The base salary for most Academic Personnel is for work assigned as part of the 16 standard workload, including periods when classes may not be in session but when 17 the University is officially open. The base salary for Academic Personnel 18 performing administrative duties and other duties beyond the usual academic 19 assignments and for most other salaried staff employees is for work performed 20 during the fiscal year.

## 21 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 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 require 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.
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- 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.
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**3**. Academic personnel may be eligible for additional supplemental compensation. See Employee Handbook for details.

## 41 IV. Initial Appointment

42 The recommendation for appointment of faculty and other Academic Personnel shall be 43 submitted by the head of the unit through appropriate academic and/or administrative 44 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 45 assignment, academic credentials and market conditions. Special consideration shall be 46 47 given to the following: (1) teaching ability and performance; (2) research ability and achievement; and (3) ability and performance in continuing education, public service, 48 49 committee work, and special assignments designed to promote the quality and effectiveness of academic programs and services. 50

- 51 Full time and part time benefited Academic Personnel shall be appointed by the President 52 of the University; however, tenure, promotion, and 5-year fixed term appointments shall 53 not be granted without approval by the Board of Trustees (see UW Regulations 2-1 and 54 2-7). Part time non-benefited Academic Personnel shall be appointed by the Provost and 55 Vice President for Academic Affairs.
- 56 The President shall report personnel actions to the Trustees annually.

## 57 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 discretion of the Dean or Director of the School or College
  in consultation with the Provost and Vice President for Academic Affairs. A change in
  salary due to a retention offer would be at the discretion of the Provost and Vice President
  for Academic Affairs if greater than a five percent increase.
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## 72 VI. Changes in Appointment

73 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 74 75 individual accepts increased administrative responsibilities, increased salary may be provided to reflect, in part, the added responsibility. When such increments are provided, 76 77 a written record should be made thereof in the initial letter of appointment. Upon leaving 78 an administrative position and returning to the faculty or staff, and consistent with Section 79 V of this Regulation, an individual's salary should be reduced to reflect, among other 80 considerations, the change in responsibility and, in some instances, a shift to a nine-month 81 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.

## 85 VII. Reappointment After Break in Service

Academic personnel reappointed by the University following a break in service is not guaranteed any appointment or salary considerations and is subject to all provisions of the initial appointment section of this regulation, excepting for those rehired based on a 2-13 reorganization. For the sake of clarity, a shift between fiscal year appointment and academic year appointment is not by itself considered a break in service.

## 91 VII. Temporary Salary Increase

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

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- 104 Effective Date: July 1, 2018
- 105 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic
- 106 Affairs **Source:** None
- 107 Links: <u>http://www.uwyo.edu/regs-policies</u>

#### 108 Associated Regulations, Policies, and Forms: None

#### 109 History:

- 110 University Regulation 173; adopted 11/20/2009 Board of Trustees
- 111 meeting Revisions adopted 11/16/2012 Board of Trustees meeting
- 112 Revisions adopted 11/20/2015 Board of Trustees meeting
- 113 Revisions adopted 3/23/2017 Board of Trustees meeting
- 114 Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3
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