

FACULTY PAY AND SALARY CONVERSIONS

I. Purpose

The purpose of this policy is to establish pay options for nine- to 11-month employees and to set the method for salary conversion between nine months to 12 months, and compensation for summer employment. The following provisions are subject to Board of Trustees Policy 435.3, which addresses compensation for administrators with tenured academic appointments.

II. Twelve-month Salary Payment to Nine-month Employees

Nine- to 11-month employees (on one-half time or greater appointments) may elect to have their annual salaries paid in 12 equal installments, provided that no monthly installments under such an agreement shall commence earlier than the first day of the month in which said employee begins work. An election of this nature must be made pursuant to policies applicable to each respective campus.

III. Salary Conversion

When the employment period of a faculty member is changed from nine months to 12 months, his/her 12-month salary will be 125 percent of his/her nine-month salary. When the employment period of a faculty member is changed from 12 months to nine months, his/her nine-month salary will be 80 percent of his/her 12-month salary.

Annual salary increases for all faculty personnel will be computed on a basis of nine-month employment and an adjustment will then be made for persons on 12-month appointment, using a factor of 1.25 on the increase.

IV. Summer Employment

Employees may be compensated for summer work as follows:

- A. Employees may be compensated for teaching during the summer on a per course basis.
- B. Employees on nine-month appointments who are assigned additional summer employment may be compensated for any such employment (including any responsibilities for research, teaching or service) on a basis proportionate to their previous nine-month salary.

- C. Total compensation for summer employment may not exceed 33 1/3 percent of the previous nine-month salary and is subject to applicable line-item maximum restrictions.

March 18, 2021 (Revised)  
January 31, 1992 (Revised)  
November 18, 1977 (Revised)  
February 23, 1976 (Revised)  
December 8, 1956