

Faculty Salary System

Addendum to Faculty Handbook (approved by Cabinet and Faculty on May 5, 2004, and modified by Cabinet actions on February 1, 2006, and February 13, 2008)

The Faculty Salary Scale

At the center of the JBU faculty salary scale is a flexible salary base to which all faculty salaries are connected. The base salary is determined every year by the Board of Trustees upon the recommendation of the president. When the base is changed, the salaries are adjusted accordingly.

Above the base, all faculty members receive a certain number of steps for their education, experience, evaluations, promotions, and offices held. Each step is worth 2.5% of the base, meaning that when the base is changed, the value of the steps change as well.

Initial Placement

The placement on the salary scale of new faculty members is predicated on their degree(s) and related experience. The intent is to treat all faculty members according to the same basic set of rules.

Education: The highest degree awarded a faculty member in a field appropriate to his or her teaching area determines an initial percentage of the base salary.

Bachelor's Degree	0 Steps = 100% of base
Professional Certification	2 Steps = 105% of base
Master's Degree	3 Steps = 107.5% of base
Non-terminal Degree	6 Steps = 115% of base
Terminal Degree	12 Steps = 130% of base

The VPAA will determine what constitutes a "terminal degree" according to generally accepted national standards. In addition to the Ph.D. and Ed.D, that would include the MFA in applied art areas, an MBA/CPA combination in accounting, and so on depending on the field in question.

Each year of full-time graduate work and each additional professional certification beyond one of the steps above results in an additional 2.5% of base with a maximum of two such steps being counted. An additional Master's degree is worth 2 steps (5% of base) with a maximum of two such steps (10% of base). 12 steps (30% of base) is the maximum one can receive on the basis of educational achievement.

Faculty members who complete all of the requirements for a degree while in the employ of John Brown University will be repositioned in accord with the rules for salary placement, effective the beginning of the contract year or half way through the contract year depending on when the requirements are completed. Completion of the requirements includes official granting of the degree or defense and acceptance of the dissertation as documented by an official communication.

Experience: An additional half step on the salary scale (1.25% of base) is also added for each of the following.

- A full-time equivalent year of college-teaching or administrative experience, including similar teaching and research experiences while in graduate school.
- A full-time equivalent year of business and professional experience, scholarship, or research directly related to the discipline taught (to a maximum of ten half-steps), and two-full time equivalent years of such experience after the first ten (up to five additional half-steps).

The VPAA will determine what constitutes directly related experience and which other professional experiences might be counted toward a full year's credit.

Progression through the Scale

Each year, subject to satisfactory performance, a faculty member moves up an additional half step (1.25% of base). Faculty members also receive increment increases on the basis of academic rank and particular service to the institution.

- 1 step (2.5% of base) for each successfully completed, regularly scheduled formal evaluation.
- 2 steps (5% of base) for each promotion in rank above Instructor (Assistant, Associate, Full, Distinguished).
- 4 steps (10% of base) for holding an endowed chair, being dean of a college, or being director of a major program (such as Honors) or unit (such as the Library).

Salary for Reduced-Load Appointees

The placement and progression in the salary scale for those persons with reduced-load appointments are determined using the same rules as for those with full-time appointments. In particular, a faculty member progresses a half step (1.25% of base) for each year of service even if it is at a reduced-load.

The salary for a given year for a reduced-load appointee is expressed as a percentage of the full salary. This percentage is determined by the contracted amount of teaching to be performed by the faculty member during the academic year.

Salary for Extended Contracts and Market Pay

Those on contracts longer than the standard 24-credit hours over 9 months will receive an additional 12.5% (3/24ths) of their regular contract for each additional month of activity (teaching, research, administration, service, etc.). Those in the College of Business, Departments of Engineering and Construction Management, and the Department of Nursing also receive an additional 12.5% of their regular 9 month contract amount as a market adjustment.

Payment

Faculty salaries are paid semi-monthly on the fifteenth and the last day of each month. If a pay date falls on a weekend or holiday, the pay date will be on the immediate prior workday. The annual salary is paid over twelve months beginning August 15. For first year appointees, the annual salary is paid over thirteen months beginning July 15. In both cases, the first pay date comes on the last day of the relevant month.