



Salary/Pay Administration

This policy applies to Faculty only.

SALARY SCHEDULE BASED ON THE MINIMUM EDUCATIONAL ATTAINMENT OF A MASTER DEGREE

A \$1,000 annual salary increment shall be paid to an unclassified employee holding the master's degree who, subsequent to full-time employment at the University, completes all required course work and comprehensive general examinations (i.e. "all but dissertation status") for the terminal degree from a regionally accredited institution in a field appropriate to his/her employment.

An additional \$1,000 annual salary increment shall be paid to an unclassified employee holding "all but dissertation status" upon completion of the doctoral degree from a regionally accredited institution in a field appropriate to his/her employment (i.e., a total of \$2,000 including the amount provided for in the preceding paragraph).

Raises in pay because of advanced degrees shall become effective in the semester following the date of receipt of certificate from the proper authority of the institution attended, excluding summer sessions.

STIPENDS FOR PROMOTION

Promotion in academic rank is recognition of the professional achievement of a faculty member. Stipends for promotion are:

- \$4,000 for promoting from Associate Professor to Professor;
- \$3,000 for promoting from Assistant Professor to Associate Professor; and
- \$2,000 for promoting from Instructor to Assistant Professor.

Some faculty, e.g., those who are close to completion of all requirements for the doctoral degree, already receive the salary appropriate for the Assistant Professor rank and are not

eligible for a promotion stipend. This situation must be explicitly noted in the appointment documentation.

SALARY CONVERSION FOR EMPLOYMENT STATUS CHANGES

Unclassified personnel whose employment is being changed from a nine-month to a twelve-month basis may be offered a salary consistent with similar positions at the institution or at similar Southern Regional Education Board (SREB) institutions. Any employee whose status changes from a twelve-month to a nine-month salary basis shall be offered a salary consistent with similar positions at the institution, at similar SREB institutions, or as approved by the Board. This policy applies to administrative position changes only.

PAY PROCEDURES

Faculty Employed on a Nine-Month Appointment

Faculty employed on a nine-month basis will be paid in 10 installments. The first check for one-tenth of the nine-month salary will be issued on or around August 31st. Nine subsequent installments will be paid on the last working day of each month, the last being paid on or about May 31st following the end of the spring semester.

Faculty and Unclassified Employees on a Twelve-Month Appointment

Twelve-month faculty and unclassified staff are paid biweekly in twenty-six equal installments on alternate Fridays. There is a five-work-day lag between the end of the pay period and the pay date.

TERMINAL LEAVE PAY POLICY

Annual Leave for Unclassified Employees

Upon resignation, death, removal, or other termination of employment of unclassified employees, annual leave amounting to the same maximum as is provided for members of the classified service of the state by the Civil Service Commission and approved by the Governor, and accrued to his credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under established leave regulations and attendance records have been maintained for the employee by his supervisor. Such pay shall be computed at the employee's base rate of pay at the time of termination

Sick Leave for All Unclassified Employees

Upon death or retirement of unclassified employees, sick leave accrued to the employee's credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.