

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.306 Salary Administration - Faculty</b>	

Policy Statement.

The University of North Texas Health Science Center will have a process for establishing compensation and incentives for the faculty of the University of North Texas Health Science Center at Fort Worth (UNTHSC-FW). Faculty shall be compensated for their contributions to teaching and advising, research and scholarship, and service to the institution, the state/region/nation, as well as their respective professions.

OBJECTIVES: The Compensation Plan shall strive to achieve the following objectives:

- Be uncomplicated and understandable to participants.
- Provide adequate compensation to attract and retain quality faculty.
- Ensure fairness among faculty.
- Establish a structure to set compensation.
- Provide incentive to encourage clinical and research productivity.
- Provide for incentives to control expenses, improve quality, and strengthen the fiscal position of the departments, and the center.
- Be responsive to changes in the market.

All faculty compensation determination processes must be on nondiscriminatory criteria. Initial salary offers, periodic increases, and retention offers may not be based on considerations related to the race, color, creed, religion, national origin, sex, sexual preference, marital status, veteran status, or age of the person being considered. All adjustments to compensation are predicated on the availability of funds and the center’s ability to sustain the adjustment.

Application of Policy.

Full-time and part-time faculty

Definitions.

1. **Total faculty compensation** includes annual base salary plus augmentation if appropriate and shall be based on consideration of merit, market, equity, professional specialty/field and academic rank. Prizes, Royalties, Copyrights, Patent rights, compensation received as a result of military duty, or income earned while on a sabbatical or leave that has been approved by the Board of Regents are not included within the scope of this Compensation Plan. All final compensation actions require the approval of the appropriate Dean.
2. **Augmentation:** Pay that is related to clinical performance; it is permissive and variable and related to the overall success of a group enterprise (i.e., physicians’ practice plan.) Augmentation amounts are set by the department chair at the beginning of each fiscal year for each participating faculty member but can vary during the course of the year, depending upon the performance of the overall group.

3. **Base Compensation:** Compensation related to faculty rank within the range for that rank that is related to a faculty member's primary appointment and role at the health science center.
4. **Market Adjustments** are increases in salaries given to respond to significant competitive changes in the compensation available to faculty members of a particular discipline or specialty at comparable institutions.
5. **Merit** is the primary basis for all faculty salary increases at the health science center. Faculty performance in the areas of teaching, research/scholarly work, and service forms the basis for merit increases. Salary adjustments or increases that take into account market, career, equity, or structural factors must be simultaneously based on merit.
6. **Meritorious job performance** is defined as either consistently high level of job performance over a sustained period of time; or successful completion of an assigned project that had a significant positive impact on the department or the health science center. Meritorious performance should be documented in the faculty member's annual performance plan that is maintained by the Dean.
7. **Structural Adjustments:** Structural Adjustments may be granted to whole units or categories of faculty when it is determined that the entire structure of salaries is out of alignment.
8. **Compensation Levels At Time Of Hire:** Initial annual base salary is negotiated at the time of hire. Total faculty compensation includes annual base salary plus augmentation if appropriate and shall be based on consideration of competitive market forces for similar positions, internal equity, professional specialty/field and academic rank. The salary determination process shall also include an objective evaluation of each prospective faculty member following a thorough review of his/her qualifications.
9. **Criteria For Salary Increases And Promotion:** Increases to base salary for faculty occur in the following ways: through annually determined merit increases; through acceptance of a retention offer that includes an increase; in conjunction with a promotion in rank and/or the awarding of tenure; through an augmentation attached to clinical performance or an administrative title and duties; or through the assignment of additional duties related to grants and contracts.
10. **Merit Awards:** Merit awards may be awarded to high performing faculty members in recognition of sustained high performance over time or for successful completion of a project or program. There are two types of merit awards:

**10.01 Base Salary Merit** awards which are permanent adjustments to base compensation may be granted to faculty members in recognition of sustained excellent performance.

**10.02 Lump Sum Merit:** Faculty are also eligible for a lump sum merit, which is a one-time per fiscal year award, not added to base compensation, that can be awarded to a faculty member for meritorious job performance. Merit awards are subject to availability of funds. Faculty merit increases are subject to the provisions of policy 3.05.4 of the UNTHSC-FW Personnel Policies and Procedures and Article VIII of the Faculty Bylaws.

11. **Promotion Increases:** Promotion to a higher faculty rank will be recognized with an appropriate increase to the faculty member's base compensation. Promotional increases will be based on consideration of competitive market forces for similar positions, internal equity, and professional specialty/field. It is intended that these promotional increments will be in addition to the annual salary increase award related to meritorious performance. The dean(s) will set aside, from those funds provided to his/her unit for salary increase distribution, sufficient funds to cover these promotional increments. It is understood that the dean may also set aside funds from this overall pool to address special merit or retention purposes.
12. **Administrative Supplement:** A faculty member may receive a temporary (by fiscal year) pay supplement related to the assignment of administrative duties in an interim or acting capacity or for a fixed term. Administrative Supplements will be discontinued when the incumbent relinquishes the additional duties and responsibilities.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

- |                                                                                                                                    |                                    |
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| 1. Compensation is established by a letter of offer, by the annual appointment process or an official payroll transaction (HRM 6). | Department/Human Resource Services |
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References and Cross-references.

**Policy Coordination:** This policy shall be considered / applied in conformity with other UNTHSC policies affecting faculty including but not limited the UNTHSC Faculty Bylaws and the UNTHSC Personnel Policies and Procedures.

Forms and Tools. None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: