



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.5140

DIVISION: Academic Affairs

TITLE: Administrative Increments

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Authorized by: Gordon Emslie, Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

From time to time twelve-month administrators holding rank and tenure in a particular department may, for a variety of reasons, relinquish those duties to return to duties as regular 9-month-appointment faculty. In these situations, it is important to ensure that the 9-month salary is consistent with that of other faculty in the department. To help achieve this goal, this policy establishes the concept of an “administrative increment,” which is included in the salary at the time of appointment and should be subtracted from the 12-month salary before the salary conversion factor (e.g., 9/11) is applied upon returning to a regular faculty position.

### **II. Policy**

#### **A. Internal Appointments**

1. Should an individual holding faculty rank in a WKU academic department become the successful candidate in the search to permanently fill a twelve-month position, his or her new annual salary shall be comprised of two components; a base salary and an administrative increment.
2. The base salary shall be calculated by multiplying the individual's previous nine-month faculty salary by a salary conversion factor (usually 11/9).
3. The administrative increment shall be established as the difference between the starting annual salary of the new position and the base salary.
4. The new total salary (base plus administrative increment) will be used for budgeting and raise purposes. At any future point, the base salary can be calculated by subtracting the administrative increment from the individual's current annual salary.
5. Should the individual for any reason relinquish his or her administrative position and return to regular faculty status, the 9-month faculty salary shall be calculated as the base salary at that time divided by the appropriate salary conversion factor (e.g., 11/9).

### Example

A professor with an annual salary of \$80,004 is selected as department head at an annual (twelve-month) salary of \$105,000. The base salary would be  $11/9$  of \$80,004 or \$97,788. The administrative increment would be  $\$105,000 - \$97,788 = \$7,212$ . Assume that five years later this department head's salary was \$115,896. The base salary would be  $\$115,896 - \$7,212 = \$108,684$ . Should this department head return to 9-month faculty status at that time, the 9-month salary would be  $9/11$  of \$108,684 or \$88,932.

### **B. External Appointments**

1. Should an external candidate be selected to fill a vacant administrative position and be granted rank in a WKU academic department, the annual salary shall be comprised of two components; a base salary and an administrative increment. The split of the total salary between base salary and administrative increment, and the salary conversion factor (e.g.,  $9/11$ ) appropriate to the appointment, will be negotiated during the hiring process.
2. At any future point, the base salary can be calculated by subtracting this established administrative increment from the current annual salary. Should the individual for any reason relinquish his or her administrative position and assume regular faculty status, the 9-month salary shall be calculated as the base salary divided by the salary conversion factor (e.g.,  $11/9$ ) at that time.

### Example

An external candidate is hired as department head at an annual salary of \$105,000, \$93,000 of which was negotiated as base salary with \$12,000 established as the administrative increment. The salary conversion factor is set as  $10/9$ . Assume that five years later this department head's salary was \$115,896. The base salary would be  $\$115,896 - \$12,000 = \$103,896$ . Should this department head assume a 9-month faculty status at that time, the 9-month salary would be  $9/10$  of \$103,896 or \$93,506.

### **III. Procedure**

The administrative increment as defined in Section II.A.3 or II.B.1 shall be calculated for each twelve-month administrator upon appointment and shall be explicitly included in the original appointment letter. Upon assuming a 9-month faculty position, the administrative increment shall be used to calculate the 9-month salary as described in II.A.5 or II.B.2.

### **IV. Related Policies**

- 1.1152 Faculty Workload: Summer Term and Winter Term
- 1.5120 Annual Compensation for Faculty with Administrative Appointments