

**Faculty Salary  
Employment Policies**

Approved: 07/13/2016

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**Initial Academic Placement**

Faculty possessing a doctorate or other terminal degree may be appointed to the rank of assistant professor, associate professor or professor. Faculty not possessing the doctorate or other terminal degree will normally be appointed to the rank of instructor. An exception may be made if the inability to hire terminally qualified faculty poses a significant obstacle to MWSU's ability to offer quality academic programs. Any such exceptions must be reported by the Provost and Vice President of Academic Affairs to the Faculty Senate Salary Committee by September 15 each year.

All full-time University teaching experience will be recognized as a year for year. Not more than one year of experience will be claimed for any calendar year. All other experience which a faculty member considers to be relevant to his or her academic assignment will be evaluated initially by the department members and Chairperson, who will forward their recommendation concerning such experience to the appropriate Dean of the College. The Dean of the College will review the department's recommendation, accepting responsibility for maintaining equity within and among the departments of the division. The Dean will forward a recommendation to the Provost and Vice President for Academic Affairs, who will have the responsibility of maintaining equity within and among the various divisions of the University. The vice president shall have the final responsibility for deciding questions concerning the relevance of experience claimed.

The Provost and Vice President for Academic Affairs, with the written agreement of the appropriate department Chairperson and Dean, may have the option of increasing the initial contract salary beyond the initial salary placement.

**Change in Educational Level**

The educational level of faculty for salary purposes is determined at the time of initial placement and is based upon the degree and course work considered by the University as appropriate for the particular position. After initial employment, salary adjustments for educational advancement are available only for programs of study that result in the completion of a degree that are approved by the Provost and Vice President for Academic Affairs. A faculty member must seek approval of a particular program of study prior to pursuing educational advancement.

Upon verification from the faculty member's University of completion of all requirements for the degree, the academic contract salary of the faculty member will be increased beginning the first of the month following receipt of this verification by the Provost and Vice President for Academic Affairs. The faculty member, his/her department chair and dean, and the Provost are responsible for negotiating any salary increase based on educational advancement.

**Overload Compensation**

Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field of instruction, \$800 equitable hour; for those not possessing a terminal degree in the field of instruction, \$700 per load hour.

Overload appointments should be voluntary without any consequences for declining the appointments. Faculty at the tenure-track assistant professor rank should not accept overload appointments of more than 3 hours, nor should they accept overload appointments for more than two consecutive semesters.

### **Summer Compensation**

For faculty members who instruct in the summer session letters of appointment will be issued. Salary is based upon the following formula: equated hour load x (1/7) x 20 percent of the full-time contract salary for the past academic year (educational advancements will be recognized for that portion of the year in which they were in effect). The salary for faculty members who commence their full-time employment in a summer session will be determined using the starting salary procedure for the previous academic year. Adjuncts will be compensated at the current institutional rate.

During the summer term, courses which are converted to workload hours at the rate of two (2) workload hours for each three (3) contact hours will be treated as follows: The workload hours for the instructor for a given course would be considered full loads if the number of student enrollments reaches the seat capacity of the course or meets the general minimum enrollment requirement. Otherwise, it is prorated according to the following formula:

$2/3 \times \text{number of enrollments} / \text{the smaller between seat cap and minimum enrollment.}$

### **Adjunct Faculty Compensation**

Adjunct Faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, \$600; MA, \$700; DR, \$800 per equated hour.