**Compensation Quick Guide- Faculty**

**Initial Pay Determination**

**When to use this process –** When a candidate is hired for a vacant position.

**HR Timeline –** 3 days-2 weeks for banding (if new/updated position) and Position Salary Analysis, and if offering over recommended equity range a Pay Equity Impact Review

**Decision Maker**- Provost in consultation with Deans

**Data Used**- [Classification of Instructional Programs](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) (CIP Code) discipline specific data from our [NCHEMS peers](https://www.unco.edu/human-resources/pdf/21-NCHEMS-Peers.pdf) available in Insight Report, internal [Equal Pay for Equal Work (EPEW) data](https://leg.colorado.gov/sites/default/files/2019a_085_signed.pdf)

**Process-**

1. New positions and vacant positions identified to be filled are approved during the annual staffing plan process.
2. HR Compensation Analyst conducts a review of proposed positions and recommends an appropriate range of pay considering peer data, internal discipline data, and the equal pay act. Traditionally between 85% -90% of peer median.
3. College ASC posts the position with a range or specific salary approved by the Dean.
4. At offer, any candidate negotiations up to the maximum of the agreed upon salary can be approved by the Dean, any offer over the maximum of the range must be accompanied by an estimate of additional pay compression impact to other employees and be approved by the Provost.

**Budget- -** Initial position budget is identified in the annual staffing plan and the current budget can be found on the BUD001 report. If the decision to offer more than the current budgeted amount is made after the PAF has been submitted, the budget office will confirm the amount with the VP via email after the PDF has been submitted to payroll

**Annual Pay Increases**

**When to use this process –** this process happens once per year, in April. Salary is reviewed for all current employees who have active positions on April 1.

**Decision Maker**- President, with distribution method recommended by the faculty senate

**Data Used-** CIP Code Discipline specific data from our [NCHEMS peers](https://www.unco.edu/human-resources/pdf/21-NCHEMS-Peers.pdf). Rank and tenure data from Banner.

**Process-**

1. Preliminary pay increase pool identified in the budget process in by March 1.
2. Per Board Regulation 3-3-701 Salary Equity committee prepares distribution recommendation to the president. Recent recommendations have included an across-the-board increase for all Tenured, Tenure Track and Contract Renewable Faculty and a CIP code discipline-based parity component to address those lowest paid relative to their peers. In 2021, this adjustment brought all faculty up to a minimum of 83% of their peer median pay by discipline.
3. President accepts or adjusts recommended distribution proposal and increases are effective in August at the beginning of the new academic year.

**Budget-** The pool for annual pay increases is determined in the annual budget process and individual faculty line budget adjustments are made centrally.

**Promotion Increases**

**Decision Maker**-Promotion increase amounts are documented in the Board Regulations 3-3-701(1)(c)(II)

**Data Used**- Other peers promotion practices are reviewed periodically by the Salary Equity Committee

**Process**- The promotion process is defined in Board Policy 3-3-701

**Budget**- The pool for promotional increases is identified in the budget process and individual faculty line budget adjustments are made centrally.

**Equal Pay for Equal Work (EPEW) Adjustments**

**When to use this process –** this process happens once per year, in February. Salary is reviewed for all current employees who have active positions on February 1.

**Decision Maker-** The Human Resources Offices is responsible for the application of the Equal Pay for Equal Work Act.

**Data Used-** Faculty Positions are determined to be substantially similar as required in the EPEW Act by first sorting by disciplinary CIP Code, then by rank. Deans recommend appropriate CIP codes for each position and the final determination is made by the Provost and Chief Academic Officer.

**Process-**

1. Data for all Tenured, Tenure Track, and Contract Renewable faculty is pulled on 2/1 sorted by CIP code and rank
2. Data is reviewed by HR staff to identify any wage rate differential that cannot be explained by any of the following:
   1. A seniority system;
   2. A merit system;
   3. A system that measures earnings by quantity or quality of production;
   4. The geographic location where the work is performed;
   5. Education, training, or experience to the extent that they are reasonably related to the work in question; or
   6. Travel, if the travel is a regular and necessary condition of the work performed.
3. Adjustments are recommended by the HR Compensation Analyst
4. Adjustments are reviewed by the Deans and Provost to verify compliance, specifically any relevant education, training, or experience that might impact the analysis.
5. Pay adjustments are entered into the payroll system effective 4/1 and letters sent by Human Resources to faculty members who receive EPEW adjustments.

**Budget-** The pool for EPEW adjustments is identified in the budget process and individual faculty line budget adjustments are made centrally.

**Other Discretionary Adjustments**

**Decision Maker**- Provost

**Data Used-** Market Data, Written Offers, Other

**Process-** The Provost as the hiring authority for faculty positions can make other pay adjustments as needed. Examples include counter offers, or retention adjustments for specialized skills. This will be used sparingly as the primary tools for faculty pay adjustments are annual increases, promotional processes, and compliance with the EPEW Act.

**Budget- -** Initial position budget is identified in the annual staffing plan and the current budget can be found on the BUD001 report. If the decision to offer more than the current budgeted amount is made after the PAF has been submitted, the budget office will confirm the amount with the VP via email after the PDF has been submitted to payroll. During the next budget cycle, the VP will be responsible to identify funds for all discretionary pay increases from their existing budget.

**Director/Chair/Program Coordinator Stipends**

**When to use this process –** this process is updated every year at the start of the academic year or when a new chair, director, or program coordinator is hired.

**Decision Maker**- Provost

**Data Used-** Faculty unit count, base salary, summer work requirements

**Process-** The Provost as the hiring authority for faculty positions assigns stipend amounts to the chairs, directors, and program coordinators of units. The process uses the number of faculty FTE in the area as of the contract start date for the upcoming academic year and additional summer work requirements to determine the total stipend. The stipend is effective August 1 each year and will end at the conclusion of the academic year or upon earlier termination of appointment as director, chair, or program coordinator. It is paid in 12 equal installments throughout the year. The stipend amount is adjusted each year of the appointment based on the number of faculty in the unit and summer work requirements.

**Budget-** The pool for annual stipends is determined in the annual budget process and individual faculty line budget adjustments are made centrally.