

USF System USF USFSP USFSM USFP

Number: USF10.103
Title: Faculty Compensation
Responsible Office: Administrative Services/Human Resources

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Date Last Reviewed:

(1) Pay actions will be administered consistent with the provisions of this Regulation.

(2) Base rate of pay is the pay provided faculty members. Regular rate of pay is the base rate of pay plus any other pay, which may be necessary to meet the requirements of any applicable federal or state law. Hourly pay is computed based on 2088 work hours annually. A factor of 26.1 is used for annualizing biweekly pay.

(3)(a) Merit pay for faculty will be distributed according to models developed through a majority vote of members in the faculty member's primary unit or department.

(b) A faculty member must be in pay status in order to receive a pay increase of any kind. Pay increases that would have been granted except for a leave of absence will be granted upon return to pay status.

(c) Faculty paid from contracts and grants, auxiliaries or local funds will be eligible for pay increases provided such increases are permitted and funded by the funding entity. Such pay increases will be consistent with legislative appropriations and/or the provisions of this Regulation. The appropriate authority within the USF System will request that contracts, grants, auxiliaries, and local funds permit and fund such pay increases.

(d) A retroactive effective date for a pay action will not be permitted without the approval of the CAO.

(e) For a temporary change in assignment, a base pay increase and/or stipend will be approved if justified and consistent with the needs of the USF System. Upon the faculty member's return to

his/her original responsibilities, base pay will remain the same, but stipends will be removed. The faculty member will be entitled to receive any mandatory pay increases granted to his or her original class during the time of temporary assignment, unless pay implementation instructions provide otherwise.

(f) A faculty member returning from unpaid leave will receive mandatory pay increases granted during the period of unpaid leave, unless pay implementation instructions provide otherwise. Faculty returning from unpaid leave will also be eligible for discretionary increases, merit pay increases, and special incentive programs, unless pay implementation instructions provide otherwise.

(4) Other pay increases may be provided under the following categories:

(a) Increased responsibilities.

(b) Market conditions including verified counter-offers and retention due to specialized or extensive investment or training.

(c) Salary compression or inversion.

(d) Increases to resolve a pay disparity considering education, experience, or duties and responsibilities of other faculty members.

(e) Lump sum payments to recognize the successful completion of a special project or assignment, which is in addition to the faculty member's regularly assigned duties, or to recognize special achievement.

(f) Payments in response to changes in cost of living and inflation.

(5)(a) When the assignment of a faculty member serving in an administrative position such as Vice President, Dean or Director is changed, the pay and appointment period will be adjusted commensurate with the new appointment.

(b) When a faculty member's appointment is changed from a calendar year to an academic year appointment with duties remaining the same, his or her pay will be adjusted to 81.8 percent of the calendar year base pay. For a faculty member whose appointment was previously changed from academic year to calendar year where the pay was adjusted other than by 122.2 percent, pay will be adjusted to the percent which is the reciprocal of the percent previously used.

(6)(a) Pay for appointments to an established position up to the available established FTE for the position will be from funds designated as salaries.

(b) Pay for the portion of an appointment in excess of the available established FTE for the position and for activities of limited duration where no FTE is assigned will be from funds designated as OPS.

(c) Employment with any State or other public agency will be processed consistent with its requirements after appropriate approvals within the USF System are received.

(7) Summer Salary: A faculty member will be compensated for summer teaching at the same rate of compensation as for the same or equivalent course taught during the regular academic year.

(8)(a) Any perquisites, sale of goods or services, or payment of moving expenses associated with a current or prospective faculty member, where appropriate, must be approved in advance by the CAO. The provision of such items must be job or class related and documented to demonstrate that the approval is in the best interest of the USF System.

(b) Approval is not required when sales to faculty members are at the same rate as they are ordinarily sold to the public.

(c) Moving expenses will be limited to the cost of packing, shipping, and storage of household goods, not to exceed 15,000 pounds, and reasonable expenses incurred for moving one automobile.

Authority: Art. IX, Sec 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001.

History: New (BOT approval) 10-05-03, Formerly 6C4-10.103, F.A.C., Amended 11-17-09.