

CHAPTER THREE MASTER TEMPLATE

3.1 Faculty Salaries – 2009 Revision

State colleges and universities in the Commonwealth of Virginia do not have a common salary schedule. The General Assembly determines appropriations for state colleges **and universities, which includes funding** for faculty salaries.

The University attempts to be as competitive as possible in its recruitment **and retention** of faculty. The differences that are found among disciplines and departments with regard to salary ranges within a given academic rank **partially** reflect supply and demand in the marketplace.

Faculty salaries for the current academic year **appear on the Faculty Senate website.**

3.1 Salary Schedule – 1994 *Handbook* Text

State colleges and universities in the Commonwealth of Virginia do not have a common salary schedule. Through appropriate offices of the Commonwealth, a maximum allowable faculty salary average is developed for each state-supported institution. However, the General Assembly determines appropriations for the state colleges, and the money provided for faculty salaries at a particular institution may result in an average salary substantially lower than the maximum allowable.

The Board of Visitors establishes a salary schedule for the University's faculty on the basis of recommendations from the President and the Provost. The salary schedule provides normal entrance rates for each rank and specifies the increments for rate increases. It also specifies the normal frequency for incremental increases, which is currently each year.

Within the limits of its budget, the University attempts to be as competitive as possible in its recruitment of faculty. The differences that are found among disciplines and departments with regard to salary ranges within a given academic rank reflect supply and demand in the marketplace.

There is a variety of sources that may be used to compare George Mason University faculty compensation (salary plus certain benefits) with other colleges, both private and public. For example, the reader is referred to such data as that published annually by the American Association of State Colleges and Universities. A list of faculty salaries for the current academic year is on file in the library.

RATIONALE: See [FHC Minutes 2-13-06](#), [FHC Minutes 12-10-07](#), [FHC Minutes 8-6-08](#)

CHAPTER THREE MASTER TEMPLATE

3.2 SALARY INCREASES – 2009 Revision

Subject to the availability of funding, salary increases are given annually. The **annual** salary increase is confirmed to the faculty member by a letter from the **Provost**.

Annual salary increases are based chiefly on performance. **All faculty with a satisfactory performance rating will receive at least a minimum salary increment. Salary increases may also reflect efforts to achieve equity. In the case that funding from the state is designated as a cost-of-living adjustment, it is the responsibility of the University to ensure such funds are disbursed accordingly.**

Faculty members who are dissatisfied with a salary increase normally seek recourse within their local academic unit. If dissatisfaction persists, grievance procedures outlined in Section 2.11.2 may be followed.

3.2 SALARY INCREASES – 1994 *Handbook* Text

When available to the University, salary increases are given annually. The effective increment date for full-time faculty is normally September 1. The salary that becomes effective on that date is confirmed to the faculty member by a letter from the President.

Unless the performance of the faculty member is unsatisfactory for a given year, in the allocation of salary increases the University takes into account such factors as the prevailing rate of inflation and the cost of living in the University's service region. The magnitude of individual salary increments, however, will depend chiefly on performance.

Faculty members who are dissatisfied with a salary increase normally seek recourse within their local academic unit. If dissatisfaction persists, grievance procedures outlined in Section 2.12.2 may be followed.

RATIONALE: See [FHC Minutes 2-13-06](#), [FHC Minutes 12-10-07](#), [FHC Minutes 8-6-08](#)
February 2006 references to [Administrative Faculty Handbook](#), [Post Tenure Review](#), new raise review policy on HR website at <http://hr.gmu.edu/class-n-comp/SalaryReviewInstructions.doc>

[FHC Revisions Sept 17-18](#)

CHAPTER THREE MASTER TEMPLATE

3.3 Summer Salary – 2009 Revision

The University offers a summer program consisting of several sessions. **Full-time faculty members assigned to teach a summer course shall be paid 3.33% per credit hour (10% per three-credit course) of their nine-month salary. If a course is valued at a higher or lower amount for workload purposes during the academic year, the summer payment will be assigned by the academic unit accordingly. Every full-time faculty member who wishes to teach in the summer shall be afforded an opportunity to teach one 3-credit course (or equivalent) at 10% of their annual nine-month salary, assuming he or she is qualified to teach the course and that the course meets minimal enrollment criteria and appropriate scheduling, curricular, and pedagogical needs. Furthermore, full-time faculty should not be excluded from teaching additional courses at 10% of their annual nine-month salary when no demonstrated financial constraints exist.**

Grievances over what constitutes financial constraints should be resolved at the local level, but if no agreement can be reached, **then the Provost and the Faculty Senate's Executive Committee will be the designated body to resolve the disagreement.** Summer teaching is optional, and in no case may it be required of a faculty member.

Faculty may be paid no more than 33% of their prior academic year salary for all summer work, regardless of funding sources.

Faculty members whose contracts end in the spring semester prior to the start of summer, or whose contracts begin in the fall semester after the summer semester, will be paid for summer teaching according to the salary matrix. Exceptions can only be granted by the Provost Office.

Faculty and department chairs on 12-month contracts who teach during the summer do not earn additional pay for teaching unless the teaching assignment is an overload assignment. Overload teaching is paid according to the salary matrix and must be approved by the Provost.

3.3 Summer Salary – 1994 *Handbook* Text

The University offers a summer program consisting of several ~~terms.~~ ~~Full-time faculty are given first priority for summer assignments in courses they are qualified to teach. This priority, however, is not absolute; budget considerations may require increased use of part-time faculty to accomplish the institutional mission during the summer.~~ ~~Local unit administrators should notify all faculty in December of opportunities for summer employment. If there are more faculty members who wish to teach than there are courses available, the work will be assigned in an equitable manner consistent with individual qualifications.~~ ~~Grievances involving such assignments should be resolved at the local level, but if no agreement can be reached, the faculty member may appeal to the academic unit's grievance committee (see [Section 2.12.2](#)).~~ Summer school teaching is optional, and in no case may be required of a faculty member.

~~Faculty who teach in the summer session are normally paid 10% of their academic year salary per course, up to a specified maximum. If budgetary considerations necessitate a reduced scale of compensation, faculty and administrators will work together to identify the least objectionable alternatives to the present, long-standing practice.~~

See [FHC Minutes 4-10-06](#), [FXForum 4-18-07](#), [FHC Minutes 12/10/07](#), [FHC Minutes 8-6-08](#), [FHC Minutes 8-20-08](#)

CHAPTER THREE MASTER TEMPLATE

3.4 Salary Matrix – 2009 Revision

Most **adjunct** faculty and full-time faculty teaching overload courses are paid on the salary matrix. Faculty in highly competitive areas of instruction may be paid above matrix rates. These exceptions are considered on an individual basis and in light of the prevailing job market.

3.4 Salary Matrix – 1994 *Handbook* Text

Most ~~part-time~~ faculty, and full-time faculty teaching overload, ~~evening, off campus credit courses and other so-called contract~~ courses are paid on the salary matrix. ~~Part-time~~ faculty in highly competitive areas of instruction may be paid above matrix rates. These exceptions are considered on an individual basis and in light of the prevailing job market.

RATIONALE: See [FHC Minutes 2-13-06](#), [FHC Minutes 12-10-07](#)

CHAPTER THREE MASTER TEMPLATE

3.5 Faculty Benefits – 2009 Revision

As employees of the Commonwealth of Virginia, GMU faculty members are provided with health insurance, retirement plans, life insurance, and medical and child care flexible spending accounts. In addition, the University offers certain employee-funded benefits. All such benefits are described in more detail **on the Human Resources and Payroll website (<http://hr.gmu.edu/>), along with a Total Compensation Calculator.**

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RATIONALE: See [FHC Minutes 2-13-06](#), [FHC Minutes 12-10-07](#), [FHC Minutes 8-6-08](#), [FHC Minutes 8-20-08](#)

CHAPTER THREE MASTER TEMPLATE

3.6 Faculty Development – 2009 Revision

The quality of the institution depends on the vitality of its faculty. Faculty members have a responsibility to continue to grow as scholars and educators so that they remain contributing members of the intellectual community. The University recognizes its responsibility to foster faculty growth by providing a variety of opportunities for professional development. These may include, **among other opportunities**, departmental study leaves, competitive awards in the form of summer stipends and University study leaves, opportunities to consider new approaches to teaching and the assessment of teaching (e.g. portfolio development), and assisting faculty with the application of new technologies to instruction.

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RATIONALE: See [FHC Minutes 2-13-06](#), [FHC Minutes 12-10-07](#)

CHAPTER THREE MASTER TEMPLATE

3.6.1 Study Leave for Tenure-Track Faculty - 2009

All assistant **and** ~~or~~ associate professors appointed to their first tenure-track positions will be granted a one-semester study leave **at some point** during the first five years of the tenure-track cycle. **The leave is at full pay and benefits.** This leave is designed to assist a tenure-track faculty member in advancing his or her research, scholarly, or creative activities. The timing of this leave will be subject to approval by both the respective local academic unit head and the appropriate Dean/Director. The Office of the Provost will provide one-course matrix replacement funding per granted leave request. This leave policy is not intended to conflict with an existing local academic unit practice; rather than reducing a local academic unit's flexibility, its intent is to enhance and supplement existing practices. During the semester either prior to or succeeding the faculty member's leave, the local academic unit may need to ask the recipient to teach one additional course in order to accommodate this leave. ~~This policy is retroactively effective to initial hires as of academic year 1999.~~ **Full details and application procedures are available from the Provost Office's web page.**

Eligibility

- Full-time ~~faculty members who are~~ Assistant or Associate Professors **with no previous tenure-track history at any institution.** Eligibility encompasses the ~~in their~~ first five years of their tenure-track cycle.
- Individuals whose rank is prefixed with Affiliate, Adjunct, **Clinical**, Research, Visiting, or Term are not eligible.

*See [FHC Minutes 12-10-07](#), [FHC Minutes 5-14-08](#),
[FHC Minutes 5-22-08](#), [FHC Minutes 6-24-08](#),
[FHC Minutes 10-30-08](#)*

not in 1994 Handbook, text adapted from Provost Office [website](#)

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EXCEPT WHERE IN BOLD (5-14-08)

CHAPTER THREE MASTER TEMPLATE

3.6.2 Professional Development Leaves – Programs for Tenured Faculty – NEW 2009, page 1 of 2

There are two leave programs for tenured faculty. One is administered by the Provost's Office. The other is administered at the local academic unit level. The purpose of these leave programs is to provide paid temporary leave for the support professional development initiatives designed to advancing scholarly research, teaching, and/or creative activity, including the development of innovative teaching approaches and methods. Leaves are for one semester at full pay and full benefits or an academic year at half pay with full benefits (based on 50% of their base salary). Full details and application procedures for each of these programs are available on from the Provost Office's web [site](#) page.

Eligibility for the Provost Office Study Leave Program for Tenured Faculty:

An applicant must be a full-time employee of George Mason University who has held a regular faculty rank at Mason for at least four years at the time of application and who is appointed without term, i.e., with tenure.

- Individuals whose rank is prefixed with Affiliate, Adjunct, **Clinical**, Research, Visiting, or Term are not eligible.
- A total of seven academic years (which may include time spent on leave of absence) must elapse between successive **tenured Study Leave** awards or Study Leave for Tenured Faculty.
- A faculty member who receives a study leave must agree to remain a full-time employee of the University for at least one academic year after the conclusion of the leave.

A faculty member who accepts a study leave must agree to serve as a reviewer of future applications at least once.

Eligibility for LAU Professional Development Leaves:

An applicant must be a full-time employee of George Mason University who has held a regular faculty rank at Mason for at least ten years at the time of application and who is appointed without term, i.e., with tenure.

- Individuals whose rank is prefixed with Affiliate, Adjunct, **Clinical**, Research, Visiting, or Term are not eligible.

Not in 1994 Handbook

CHAPTER THREE MASTER TEMPLATE

3.6.2 Professional Development Leaves-Programs for Tenured Faculty – NEW 2009 page 2 of 2

- A total of seven academic years (which may include time spent on leave of absence) must elapse between successive professional development leave awards or Study Leave for Tenured Faculty.
- A faculty member who receives a professional development study leave must agree to remain a full-time employee of the University for at least one academic year after the conclusion of the leave.

Local academic units are responsible for establishing the procedures, criteria and deadlines for submission and review of leave proposals. Local academic units are also responsible for obtaining approval of leave proposals by their Dean/Director and the Provost. The timing of a leave may be delayed if in the judgment of the LAU administrator, the faculty member's services are needed for a particular semester.

Faculty who receive an LAUPD leave remain eligible for the competitive study leave and Research Funding programs administered by the Provost's Office. **However, unless there is a clear and compelling benefit to the University, seven academic years (which may include time spent on leave of absence) must elapse between successive leave awards of either type.**

See [FHC Minutes 4-21-06](#), [FHC Minutes 5-16-06](#), [FHC Minutes 5-30-06](#), [FHC Minutes 7-11-06](#), [FHC Minutes 7-25-06](#), [FHC Minutes 12-10-07](#), [FHC Minutes 5-14-08](#), [FHC Minutes 5-22-08](#), [FHC Minutes 6-24-08](#), [FHC Minutes 8-6-08](#) discussion, no additional revisions made, [FHC Minutes 8-20-08](#) [FHC Forum/Minutes September 17-18, 08](#)

TEXT IN GREEN COPIED FROM PROVOST WEBSITE. Regular text copied from earlier template 3.6.3 Professional Development Leaves. **BOLD TEXT** new revisions. ~~Yellow~~ deletions from either Provost website or earlier template 3.6.3 noted above.

3.7 Retirement - NEW 2009

From time to time the University, and particular academic units, may develop programs to assist faculty with the transition to retirement. Faculty contemplating this transition should discuss their options with their dean or director and with the Human Resources and Payroll department.

See [FHC Forum/Minutes September 17-18, 2008](#)

CHAPTER THREE MASTER TEMPLATE

3. 8 Conversion Factors – NEW 2009

Instructional faculty who convert from an administrative or professional faculty contract are governed by the policies of the [Administrative Faculty Handbook](#). Consult this source for information on related matters such as Section IV., Compensation Policies.

See FHC Minutes 5-22-08, FHC Minutes 6-11-08, FHC Minutes 6-24-08, FHC Minutes 8-20-08