

Article VIII—Salary Administration Policy

Section 1. Philosophy

In fulfillment of the mission and goals of the Strategic Plan, Minot State University shall support a compensation policy directed toward attracting, retaining, and rewarding a qualified and diverse Faculty. Within the boundaries of financial feasibility, faculty compensation shall be externally competitive and internally equitable, and it shall reward contribution and encourage growth and development. Moreover, salary administration shall be based upon the precepts of transparency and openness.

Guiding Principles

Minot State University will strive to:

- Attract and retain a talented and highly skilled Faculty.
- Provide a comprehensive compensation package that includes salary and benefits.
- Ensure transparency and annually inform Faculty of principles, goals, design, procedures, and relevant external market information used to set compensation.
- Achieve and maintain competitive salaries, respond to changes in the cost of living, and market forces in relevant labor markets (using data from recognized sources, e.g., CUPA-HR [College and University Professional Association for Human Resources], Bureau of Labor Statistics, recent peer institutions) and internal equity.
- Award merit-based compensation (salary adjustments or one-time bonus payments) for excellent performance (including contribution to mission, purpose, and strategic plan) as determined by the University in consultation with academic units (department/division).
- Provide flexibility appropriate to the dynamic challenges facing the University and to differences across colleges, divisions, and departments.

Section 2. Policies

The accomplishment of salary policy objectives shall require thoughtful, counseled decisions in alignment with the faculty compensation philosophy stated above.

Salary decisions are dependent upon legislative action and North Dakota SBHE direction, and made in accordance with the North Dakota University Resource Policy Manual Section 5. SBHE and NDUS policies or mandates take precedence over this policy.

Procedures

1. The University President, with advice from the Faculty Senate Budget and Salary Committee shall establish guidelines for the apportionment of new salary money. Each academic unit of the University shall follow these guidelines in Section 2.B Methods and Guidelines. Members of any advisory group shall be charged with the responsibility of informing themselves regarding the opinions of their constituents.
2. Salary adjustments shall be determined by the President as described in Section 2.A.1 above. Adjustments for similar rank advancements shall be the same across the entire

university. Rank advances are independent of regular annual salary administration decisions.

3. Market and equity adjustments shall be based on rational consideration of inequity, and external criteria appropriate to Minot State University.
4. The academic unit chairs, in consultation of with their faculty, shall annually recommend to the VPAA any necessary increases to specific positions to address compression and related salary equity issues.
5. Merit-based salary adjustments will be determined by the individual academic unit, in consultation with the VPAA.
6. Salary adjustments may not be contested unless they meet the criteria for a grievance (see Article IX, Section 2).
7. The current advancement-in-rank salary increases will be posted and maintained on the Human Resources website.

B. Methods and Guidelines

1. When the campus is authorized to make annual salary adjustments, the decision process shall be as follows:
 - a. The Vice President for Administration and Finance (VPAF) provides the President and other members of President's Staff with relevant information from the North Dakota Legislature and the State Board of Higher Education (SBHE), including any guidelines from the Chancellor and the Cabinet.
 - b. President's Staff determines priority needs of the institution that require use of salary dollars and establishes guidelines for salary distribution, including:
 - i. Amount required to meet mandates from the Legislature or SBHE.
 - ii. Amounts to be distributed for any or all of the following: internal equity, cost of living, market or external equity, ~~or~~ merit, and faculty advancement in rank.
 - c. The Director of Human Resources annually provides cost of living, market, retention, and internal equity data to assist in priority determination.
 - d. Members of President's Staff consult with chairs to ensure that any individual salary changes, other than across-the-board, are consistent with this policy.
 - e. The President considers Faculty Senate Budget and Salary Committee advice; recommendations of the Vice Presidents; market, retention, merit, and internal equity data; and other input and approves salary increases for individuals.
 - f. The VPAF presents the University's budget to NDUS for review and approval. A copy of the approved budget is placed in the university library.
2. Other salary adjustments may be made during the year for extraordinary circumstances, following a faculty-initiated written process whereby faculty members will request a review from the chair and then the VPAA.
3. Salary adjustments will be made for advancement in rank from Instructor to Assistant Professor, from Assistant Professor to Associate Professor, and from Associate Professor to Full Professor. These adjustments shall be annually examined and increased to maintain parity with cost of living and other salary adjustments. The current advancement in rank dollar amounts can be found on the Human Resources website.
4. The VPAA and VPAF, together with the HR director, shall annually (every spring) examine the salaries of all faculty to determine potential inequities in salary and adjust salaries accordingly.

5. The contract of every faculty member shall include information about how their salary was determined. This information shall include the percent increase in salary, how this percent increase was determined, and information on the relevant labor markets, using data from recognized sources, e.g., CUPA-HR (College and University Professional Association for Human Resources) while also considering internal equity, Bureau of Labor and Statistics and recent, review peer review institution data.

Section 3. Notification of Policy

A copy of the Minot State University Salary Administration Policy shall be included in all relevant University, college, and departmental/divisional faculty handbooks. New faculty shall have all salary policies explained to them during their orientation to the University.

Section 4. Biannual Review of Policy

The Budget and Salary Committee of Faculty Senate shall review and propose changes to this policy every two years to coincide with the meeting of the North Dakota State Legislature so appropriate adjustments may be made in accordance with the Legislature's decisions. This policy may also be updated as necessary by action of the Minot State University Faculty Senate, and the approval of the President.