



# UNT FACULTY COMPENSATION GUIDELINES

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Office of the Provost and Vice President Academic Affairs

For questions regarding the UNT Faculty Compensation Guidelines, please contact Academic Resources at 940-565-2550.

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Faculty compensation at the University of North Texas should support the recruitment, performance and retention of high-quality faculty. Faculty have opportunities to obtain additional salary support for research and other activities during and outside of the standard academic year; however, there are limitations regarding what types of activities can be charged and how much can be charged. The following guidelines should be applied consistently, in compliance with related federal and state law and university policy, regardless of the source of funding for faculty compensation.

These guidelines apply to job titles designated as faculty or faculty administrators (see Appendix A for a list of faculty and faculty administrator job titles). Please see specific guidelines relating to Librarian Compensation on pages 11 and 12. Additional guidelines established at the college, school or departmental level may also apply. Please consult with the appropriate Dean's office to ensure additional guidelines are correctly applied.

## Institutional Base Salary

### **Institutional Base Salary (IBS)**

The annual compensation set by the University for an individual's faculty appointment (typically 9 or 12 months), whether that individual's time is spent on teaching, research, service, administration, or other institutional activities. Institutional Base Salary is typically established in an offer letter, salary notification, or other written documentation.

IBS is made up of the **budgeted position salary** which is the annual compensation rate established and funded for the duration of the faculty or faculty administrator position appointment, which is typically 9 or 12 months. Also included in the IBS calculation are salary supplements from endowments and administrative supplements (e.g. Endowed Professor, Chair, Associate Dean, etc.) that are paid for the appointment period. Summer compensation, overload teaching, bonuses, augmentations for less than the appointment period, task payments, one-time monetary recognition awards for achievements or honors, allowances, reimbursed expenditures and any other limited or one-time payments are not included in the IBS calculation. IBS excludes any income that an individual earns outside of duties performed for the University of North Texas. IBS shall not be increased as a result of replacing institutional salary funds with grant funds.

The annual compensation rate for individual positions is primarily established by relevant competitive market data, consideration of internal equity, as well as the impact of individual positions on the academic unit's mission, as feasible within the academic unit's budget. Compensation rates for individuals should vary based on academic discipline and with the credentials and performance of individuals holding the positions.

The Provost Office will select a salary data source and salary targets for setting annual compensation rates for posting of faculty searches. Presently, rates are required to be set within 90-110% of the College and University Personnel Associate (CUPA) survey median salary of comparably ranked positions in the appropriate field of study for Carnegie R1/R2 Institutions. If a college or school requests to utilize a rate that falls outside of this range, appropriate justification must be reviewed and approved by the Provost Office before the position may be posted. Colleges must consult with the

Provost Office prior to offering a salary different than what was initially approved to ensure that the offered salary falls within the recommended range, or is appropriately justified based on the candidate's credentials and/or market conditions. As a baseline, the university has set standard full-time 9-month minimum rates of \$60,000 for tenure/tenure-track faculty and \$43,500 for non-tenure track faculty.

### Endowed Chair and Endowed Professor Compensation

Faculty who are designated as an endowed chair or endowed professor may receive supplemental compensation as a disbursement from the endowment fund with approval from the respective college Dean. Terms and conditions for the supplemental compensation amount should be included in the endowment memorandum of understanding (MOU). To establish endowment compensation, completion and approval of a VPAA-11C form is required. A copy of the MOU must be submitted along with the VPAA-11C form.

### Faculty Administrator Compensation

An appropriate market based salary rate will be established when a faculty member is hired or appointed as Dean. Faculty administrative assignments for serving as Department Chair, Associate/Assistant Dean, or Faculty Director will receive additional compensation, appropriate to the magnitude of duties, in the form of an Administrative Supplement and the 12-month annualization of their 9-month faculty salary.

The letter of appointment for faculty administrative assignments must spell out the specifics of the administrative compensation, and a fall-back salary for return to 9-month faculty status must be determined at the time of the appointment. Faculty administrators who receive merit during the administrative appointment may retain any merit increases received calculated on the administrator's 9-month base salary. In addition, the fall-back salary must be in compliance with the provisions outlined in university policy 06.009, "Tenured Administrators Returning to Full-time Academic Status."

When a faculty member steps down from a 12-month administrative appointment to a 9-month faculty appointment, all accrued vacation is frozen (see UNT policy 05.055 Vacation Leave). If the faculty member returns to a vacation eligible position at a future date, the frozen balance may be utilized, otherwise the frozen balance will be paid upon termination or retirement at the rate of pay in effect when the faculty member last accrued vacation time. Paid holidays are not included in the calculation.

### Administrative Supplement

An Administrative Supplement is awarded to faculty who are regularly appointed as an associate/assistant dean, chair, institute/center director, or director of a school/college/campus or an academic unit. Faculty who assume an administrative function on a regular basis qualify for an administrative supplement in addition to annualizing a 9-month salary to a 12-month salary if responsibilities are performed during the entire appointment period. Administrative Supplements are reserved for faculty who are appointed to a position of administrative leadership and are therefore included in the Institutional Base Salary calculation. Please note, if a chair or other administrator is

serving in an administrative role on an interim basis, then any salary supplement received would be classified as an augmentation which would not be included in the Institutional Base Salary calculation.

The rate of pay for the Administrative Supplement should be commensurate with the administrative responsibilities, but in no case should exceed 20% of the annualized 12-month salary rate. The rate of pay for an associate/assistant dean, institute/center director, or director of a school/college/campus or an academic unit should be based on the complexity of the assignment and must be approved by the Provost. Department chairs should be compensated based on the Chair Administrative Supplement structure as follows:

Departments with 2-10 full-time-faculty positions - \$400/month or \$4,800/year

Departments with 11-20 full-time faculty positions - \$500/month or \$6,000/year

Departments with 21-30 full-time faculty positions - \$600/month or \$7,200/year

Departments with 31+ full-time faculty positions - \$700/month or \$8,400/year

In some instances, the appointment of an Assistant Department Chair may be necessary to assist in the oversight of departmental administration. Assistant Department Chair appointments must be approved by the college/school Dean. In general, Assistant Chair duties should be managed through adjustment to the individual's workload. When additional compensation is requested, the administrative supplement or augmentation (if on an interim basis) should not be greater than the lowest chair administrative supplement in the respective college.

Completion and approval of the [VPAA-11b Form](#) is required prior to the initiation of the administrative supplement, and will require approval by the VPAA and President. Following receipt of the approved [VPAA-11b](#), the department will submit an ePAR and attach a copy of the approved [VPAA-11b](#). Administrative supplements will require re-approval prior to the conclusion of the original approval period in order to not have a discontinuation in payment.

## [Sponsored Project Compensation](#)

### [Limitations on faculty salary charged to sponsored projects](#)

The portion of a faculty member's salary charged to a sponsored project must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award. The written definition of work covered by IBS, as required by OMB Uniform Guidance, 2 C.F.R. § 200.430(4)(ii), must be "specific enough to determine conclusively when work beyond that level has occurred." Granting agencies may have additional rules or limitations specifically related to compensation which must be adhered to in order to be in compliance with the award.

### [Institutional Base Salary in Sponsored Project Proposals](#)

When requesting salary support from a sponsored project, the anticipated effort calculated in the form of person months or percent effort must be based on the individual's IBS rate of pay. Some sponsors –

such as NIH – may have a salary rate cap that shall apply to direct salary support requested from an award.

Dollars to request from the sponsor = % of effort \* IBS

### Summer Compensation on Sponsored Projects

Faculty members on nine-month contracts may be compensated for work on sponsored projects during the summer, with the salary based on their current IBS and the level of summer effort devoted to the project. Charges to sponsored awards for summer salary must take into account commitments to summer instruction or administrative responsibilities as they may apply in individual cases. Sponsoring agencies may also limit summer compensation. UNT Office of Grants and Contract Administration procedures limit the amount of salary charged to a sponsored project during the summer at 95% of prorated IBS.

**One-Ninth Calculation:** The monthly limitation on salary charged to sponsored projects during the non-academic portion of the year. A sponsored project may not be charged a rate that is greater, on a pro-rated basis, than 1/9 of the 9-month Institutional Base Salary. The IBS sets a maximum for what can be charged to sponsored projects. In very limited circumstances allowed under Uniform Guidance, faculty may apply to the Vice President for Research & Innovation as well as the Provost for a waiver to exceed the 1/9 limit. Certain funding agencies may place more restrictive caps on salary charges.

**Three-Ninths Rule:** Salary charges made to sponsored projects must be calculated pro rata based on the IBS, with the salary billed to the sponsor being directly proportional to the effort devoted to the project. If the sponsoring agency has a salary cap, then the portion of an individual's salary in excess of the cap is considered a non-reimbursable cost. There is a limit of 1/9 of a nine-month faculty member's Institutional Base Salary in any specific summer month and a total of 3/9 over the summer months occurring within the same University fiscal year that occurs from September 1 through the following August 31. UNT Office of Grants and Contract Administration procedures limit the amount of salary charged to a sponsored project during the summer at 95% of prorated IBS.

### Adjustments to Institutional Base Salary

There are various methods utilized for adjusting IBS including promotion, merit, market/equity, counter-offers/retention, and honorariums. Each type of adjustment must follow appropriate policy and/or guidelines specifically associated with the adjustment. Salary adjustments will typically be effective at the beginning of the next appointment year (September 1) unless a different effective date is set in the salary adjustment guidelines. In no case may a salary adjustment be applied retroactively.

### Promotion raises

Faculty rank promotions must comply with appropriate policies 06.004 "Faculty Reappointment, Tenure and Promotion" and 06.005 "Non-Tenure Track Faculty Reappointment and Promotion," and

are typically effective in the fall semester following the approval of the promotion. When a faculty member promotes in rank they will receive a salary adjustment equivalent to the **greater** of a percentage increase to the faculty member's budgeted position salary, or, dollar value listed below:

- Promotion to Associate Professor: \$6,000 or 7%
- Promotion to Professor: \$8,000 or 8%
- Promotion to Senior Lecturer, Clinical Associate Professor or Research Associate Professor: \$4,000 or 5%
- Promotion to Principal Lecturer, Clinical Professor, or Research Professor: \$5,000 or 7%

If, at the time the promotion is applied, a faculty member is transferring from a 9 month to a 12 month administrative position, the promotion increase will be applied before the annualization of the individual's salary. Conversely, if the faculty member is transferring from a 12 month to a 9 month position, the promotion increase will be applied after the employee's 9 month salary is determined. If a promotion occurs while a faculty member is serving in a 12 month position, the raise will be calculated based on their 9 month base salary and will be annualized to a 12 month amount. The faculty member will retain only the 9 month portion of the promotion raise when they return to a 9 month position.

### Merit Adjustments

Merit is a pay adjustment awarded to a faculty member based on performance as documented through the university review process (Policy 06.007 "Annual Review"). If merit is available for a given year, guidelines will be developed and communicated from the Provost to Deans. Merit increases may be granted subject to the availability of funds and the provided guidelines. Academic Resources is responsible for ensuring that all increases granted are within the approved guidelines and do not exceed amounts allocated for each college.

### Market and Equity Adjustments

Market adjustments are based on comparisons to external salary data while Equity adjustments are based on comparisons to internal salary data. Presently, for comparison to external market, UNT utilizes data from the College and University Personnel Associate (CUPA) salary survey for comparably ranked positions in the appropriate field of study for Carnegie R1/R2 Institutions. For market and equity adjustments, every effort should be made to compare data for individuals in the same discipline and rank. In addition, for equity, additional factors such as experience, education and performance should be considered when comparing salary data. UNT will conduct regularly scheduled faculty market/equity studies every three years to ensure that faculty compensation remains equitable and market based. Requests for off-cycle increases should be rare and must include an explanation both for the increase and for why it was not possible to make the adjustment during the regular study time-frame.

### Counter-offers and Retention Salary Adjustments

A counter-offer or retention salary adjustment may be extended to retain a top faculty member when there is a risk of losing that faculty member to another institution, and/or his or her loss would have a

highly significant impact upon the academic unit. A counter-offer is a salary adjustment made in direct response to an offer of employment at another institution, while a retention salary adjustment can be offered proactively to retain key individuals. The practice of counter offers and retention salary adjustments should not be commonplace. Generally, the practice of garnering a counter offer or retention salary adjustments should be so infrequent that a faculty member will not receive this type of salary adjustment more than two times during his or her time at the university and no more than once within a three-year window. The department is not obligated to provide a counter offer or retention adjustment if circumstances do not warrant it.

For consideration of a counter offer or retention salary adjustment:

- The faculty member must be a significant contributor to the needs of the department and/or the faculty member must be important to the diversity of the department.
- The performance of the faculty member from both PAC annual reviews and the department chair's assessment should be above median in performance or will be gauged relative to the performance of comparable faculty in the department.
- Overall resources invested in the faculty member (start-up, renovation, support etc.) in relationship to the return the faculty member has provided on the investment (and potential return on investment) should be considered.
- Both internal and external salary information and job responsibilities should be considered in context with the faculty member's current role and, for counter-offers, the position being offered by the other institution or organization.
- Recommendations for a counter offer or retention salary adjustment that involves change in rank and/or awarding of tenure must follow the appropriate steps and approvals required in UNT policy 06.004, "Faculty Reappointment, Tenure, and Promotion" for tenure/tenure-track faculty and UNT policy 06.005 "Non-Tenure Track Faculty Reappointment and Promotion" for non-tenure track faculty.

The request for consideration of a counter offer or retention salary adjustment should be provided to the dean by the department chair, via the [VPAA Counteroffer/Faculty Retention Salary Adjustment Request Form](#), addressing the criteria for consideration. All requests should be forwarded to Academic Resources and then will be sent to the Provost for final approval.

### Honorarium Titles and Salary Adjustments

Faculty may be granted an honorarium title of Regents' Professor, University Distinguished Teaching Professor or University Distinguished Research Professor in compliance with appropriate policies 06.017 Regents' Professorship, 06.015 University Distinguished Teaching Professorship and 06.016 University Distinguished Research Professorship. If awarded one of these titles, the faculty member will receive a permanent base salary adjustment of \$7,500 for Regents' Professor or \$5,000 for University Distinguished Teaching Professor or University Distinguished Research Professor. In the event that the award salary adjustment is increased, the difference would be added to the base salary for individuals currently holding the honorarium titles.

Faculty who hold a Regents' Professorship shall not be eligible to hold the title of University Distinguished Teaching Professor or University Distinguished Research Professor simultaneously. A faculty member may only receive one salary adjustment for holding the title of University Distinguished Research, University Distinguished Teaching, or Regents' Professor, as such, the salary adjustment will not be additive upon change in title. If a faculty member relinquishes the University Distinguished Teaching Professor or University Distinguished Research Professor to become a Regents' Professor, the faculty member will receive an adjustment of \$2,500 to bring them to the \$7,500 rate established for the Regents' Professor salary adjustment.

In the event the determination is made that a person should not continue to be a Regents' Professor, University Distinguished Teaching Professor or University Distinguished Research Professor, the salary adjustment shall be retained by the faculty member.

### Faculty Additional Compensation

Faculty compensation in excess of the institutional base salary may take the form of

- Summer compensation for 9-month faculty
- Supplemental compensation
  - Faculty Overload
  - Winter session compensation for 9-month faculty
  - Task Payments
  - Augmentations

### Summer Faculty Compensation

Salary payments for summer appointments for 9-month faculty may not exceed 3/9 of the IBS regardless of funding source. Summer teaching, research or program/project coordination; supplemental compensation; and faculty overload may not be used to exceed this limit. The 3/9 limit ensures that maximum summer compensation is equivalent for teaching and research activity. Please refer to the section on [Summer Compensation on Sponsored Projects](#) for additional information related to summer salary. An exception request may be submitted to the Provost for approval in exceptional circumstances, providing that there is no sponsored research activity being performed by the faculty member during the summer term.

#### Summer Teaching

The salary for summer teaching appointments for 9-month faculty is recommended at a rate factor of 2.77% of their 9-month budgeted position salary per semester credit hour (8.33% for 3 semester credit hours - SCH).

- The minimum salary is \$1,207.85 per SCH (\$3,623.55 for 3 SCH). If necessary, departments may increase the rate calculated for an individual to match the minimum summer course rate paid to adjunct faculty in the same program.
- At the discretion of the college, and provided that the college has the ability to fund the additional expense without negatively impacting other course offerings, the

college/department may determine the maximum salary for summer teaching. Summer teaching compensation and/or additional forms of summer salary funding may not exceed 3/9 of the IBS.

- Exceptions to the minimum salaries calculated above must be approved in advance by both the Dean's office and Academic Resources.

Salary incentives and disincentives will not apply based on course enrollment. Deans and Chairs may wish to consider splitting the course into multiple sections or consider adjustments in the faculty member's FTE for courses with very large enrollment. Generally, one 3 SCH course equates to 50% FTE for a 3-week, 5-week or 8-week course, or 25% FTE for a 10-week or summer-long course.

Deans and Chairs should handle summer teaching loads in the most responsible manner by maximizing the schedule to support student needs. Rates for course overloads should be calculated using the same methodology as listed above. Keep in mind that course overloads may not be used to exceed the maximum of 3/9 of IBS during the summer.

#### Summer Research and Summer Program/Project Coordination

The salary for summer research and/or summer program/project coordination appointments should be calculated based on the faculty member's regular 9-month budgeted position salary multiplied by the percentage of time (FTE) the person will be working on the assignment. Faculty earning 100% of their monthly rate of pay are expected to be on duty full-time during these three months.

UNT Office of Grants and Contract Administration procedures limit the amount of salary charged to a sponsored project during the summer at 95% of prorated IBS. For example, if a faculty member has a 9 month salary of \$90,000, they can receive up to \$9,500 per month from federal external awards during the summer. ( $\$90,000/9 \text{ months} = \$10,000 \times .95 = \$9,500$ )

#### Supplemental Compensation

Faculty members have a variety of duties and responsibilities associated with the mission of the institution. While the faculty workload constitutes the faculty member's professional obligation to the University, there may be occasions when faculty may receive supplemental pay for services performed in addition to our outside of the scope of their regular assignment.

Supplemental compensation, which is any compensation above the full-time IBS that is paid through the university's payroll system, can take the form of:

- Faculty overload
- Winter session compensation for 9-month faculty
- Task Payments
- Augmentations (other than Administrative Supplements)
- Hourly Wages

Approval for all activities that result in supplemental compensation must be documented and approved prior to commencement of the work. Total annual supplemental compensation may not

exceed 20% of a faculty member's 9-month annualized salary (or 20% of a faculty administrator's 12 month salary).

The definition of "supplemental compensation" does not include compensation from sources external to the university and paid outside of the university's payroll system. Faculty engaged in external employment should ensure that they are meeting the requirements of UNT Policy 05.008, Dual Employment and Other Activities.

Supplemental compensation may not be paid from funds from sponsored projects, except in unusual cases where consultation is across departmental lines or involves a separate or remote operation and the work is performed in addition to regular departmental workload therefore, sponsored project funding may not be handled as supplemental compensation.

### **Supplemental Compensation Criteria**

The following criteria must all be met for an employee to receive any form of supplemental compensation:

- The current workload is being satisfied in quantity and quality of work.
- The additional assignment is not permanent.
- The additional assignment is outside the scope of normal duties and requires additional time and effort.
- This assignment cannot be satisfactorily performed within another faculty member's workload or by another employee without additional compensation.
- The additional assignment advances the mission of the unit and/or the university.

### **Faculty Overload**

When a faculty member is assigned additional instructional responsibilities beyond their regular workload assignment, a faculty overload payment can be made. Academic Departments are encouraged to first modify faculty workloads and to utilize part-time instructional staff as much as possible in order to minimize overload assignments. Overloads should be rare for tenured/tenure-track faculty.

Overloads can be a negotiated rate between the faculty member and the academic department, but cannot exceed 10% of the faculty member's institutional base salary per 3 semester hour course. Department Chairs, Associate Deans, Deans and other faculty administrators are not eligible to receive a faculty overload.

To receive an overload, a Faculty Overload offer letter must be completed and submitted to Academic Resources prior to the start date of the semester in which the overload will occur. Overloads may only be set up for a single semester at a time and require a new offer letter for assignments in subsequent semesters.

## Winter Session Faculty Compensation

Winter session has been attached to the spring academic session, and as such should be treated as spring work load. Additional compensation will be provided for faculty teaching a winter session course if the course is in addition to the faculty member's regular spring workload. Additional compensation should take the form of an overload and must be administered according to the overload guidelines above, including the completion and submission of a Faculty Overload offer letter.

## Faculty Task Payments

When a faculty member performs a special service or project that is separate from the faculty member's regular workload responsibilities, they may be compensated in the form of a task payment. Work on tasks must be completed outside of the employee's regular work schedule. Tasks are expected to represent an insignificant part of the overall activities of a faculty member and the effort devoted to it will be clearly in addition to, and unrelated to, the employee's regular assignments.

A task payment is additional compensation paid for work based on completion of a task assignment. A task assignment is a one-time service or project, with a specified duration and an expected work product or detailed service agreement, which is separate from the employee's position and is performed outside and in addition to the employee's regular work schedule.

Task payments for one-time services are paid **upon the completion of the task**. Task payments for projects with a specified duration may be made on a monthly basis as work on the project is completed.

Completion and approval of the VPAA-11b Form is required prior to the initiation of the task assignment. Following the completion of the task, the department will submit an ePAR and attach a copy of the approved VPAA-11b Form and a completed copy of the UNT Faculty Augmentation Task Completion Certification Form.

Task payments for developing new courses and major course redesign are permissible only after workload adjustment possibilities have been exhausted. It is recommended that academic units compensate for course development at a rate equivalent to the median pay of an adjunct (per the adjunct pay matrix).

## Faculty Augmentation

Augmentation pay is compensation that is in addition to and separate from an employee's base salary for a temporary assignment of additional duties (usually for duties that are at a higher level than the employee's regular assignment) that are integrated into the person's regular job and are performed during their regular work schedule. Examples of common augmentations are for serving as interim administrators such as interim department chair or interim dean where the responsibilities are not expected to last more than one year. In some cases, assignment of leadership for graduate studies or other academic program can result in the payment of an augmentation.

Augmentations are differentiated from Administrative Supplements by the permanency of the arrangement. While Administrative Supplements represent supplemental pay for ongoing leadership responsibilities, augmentations are temporary in nature. See the Faculty Administrator Compensation section above for more information about Administrative Supplements.

Augmentations are paid on a monthly basis for the duration of the assignment. Augmentations must be approved prior to the initiation of the additional duties and cannot extend into subsequent fiscal years without re-authorization. Augmentations requiring extension past the original approval period will require re-approval prior to the conclusion of the original approval period in order to not have a discontinuation in payment. The additional assignment must be at least six weeks. Augmentation payments shall not exceed 20% of the employee's annualized 12-month salary rate.

Completion and approval of the VPAA-11b Form is required prior to the initiation of the augmentation assignment. Assignments exceeding six months in duration will require approval by the President. Following receipt of the approved VPAA-11b Form, the department will submit an ePAR and attach a copy of the approved form. Following the conclusion of the augmentation period, departments will be requested to complete and submit the UNT Faculty Augmentation Task Completion Certification Form.

## Librarian Compensation

While many of the guidelines included in this document apply to Librarian titles, there are certain differences in compensation, primarily related to the 12-month appointment periods for Librarian positions. The sections of this document specifically applying to 9-month appointments, faculty overloads, winter session, or summer compensation do not apply to Librarian titles. Additional key differences in compensation include the following:

- Librarian entry salaries are established based on similar market criteria as other faculty positions, but have a standard full-time 12-month minimum rate of \$48,000.
- Librarian rank promotions must comply with policy 06.006 "Librarian Faculty Reappointment and Promotion". Promotion increase amounts are set at a rate of \$5,000 for promotion from Assistant Librarian to Associate Librarian and \$7,000 for promotion from Associate Librarian to Librarian.
- Recommendations for a counter offer or retention salary adjustment that involves change in rank and/or awarding of tenure must follow the appropriate steps and approvals required in UNT policy 06.006 "Librarian Faculty Reappointment and Promotion".
- Librarians appointed to serve as Associate Dean or Assistant Dean will receive a market based salary for their administrative appointment and will not receive an augmentation for administrative duties. The letter of appointment for an Associate or Assistant Dean must document the specifics of the administrative compensation, and a fallback salary for return to a non-administrative librarian status must be determined at the time of the appointment.

- Librarians who serve as department heads will receive an administrative supplement of \$416.67 per month or \$5,000 per year. All terms and requirements noted in the Administrative Supplement section must be met in order to establish the administrative supplement.

### Compensation for Faculty Development Leave

Provisions relating to eligibility and awarding of faculty development leave are covered in University Policy 06.010 “Development Leave”. Faculty who are awarded development leave may be granted leave for one long semester at full (100% FTE) salary or for two consecutive long semesters at one-half (50% FTE) salary. Faculty who elect leave for two consecutive semesters at one-half salary will have adjustments made to leave accrual and benefits premium costs to reflect their 50% FTE rate. Faculty remain eligible to receive merit or other university granted salary adjustments during the period of leave

### Special Project Compensation at UNT

There are a variety of additional opportunities for faculty compensation including instruction of study abroad courses and teaching at one of UNT’s off-site campuses. Other opportunities may be created by the university to meet our ever-changing academic needs. Compensation guidelines will be developed by the administrative office managing the special project, through consultation with Academic Resources, and will be reviewed and approved by the Provost.

## Appendix A – Faculty and Faculty Administrator Titles

Per [UNT Policy, 06.002, Academic Appointments and Titles](#), academic appointments are maintained by the Office of Academic Resources. Permission to create a new title outside this list must be obtained prior to appointment offers. Newly proposed titles must be in compliance with applicable Regents Rules and other university policies.

### Faculty Titles:

#### **Tenure Track Titles**

The following titles fall under the reappointment and promotion criteria outlined in [UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion](#).

**Assistant Professor.** An assistant professor is a tenure-track faculty member holding a terminal degree in a specific discipline or having equivalent applied experience, appointed to perform the responsibilities of teaching, scholarship, and service.

**Associate Professor.** An associate professor is a tenured or tenure-track faculty member holding a terminal degree in a specific discipline or having equivalent applied experience, appointed to perform the responsibilities of teaching, scholarship, and service.

**Professor.** A professor is a tenured or tenure-track faculty member holding a terminal degree in a specific discipline or having equivalent applied experience, appointed to perform the responsibilities of teaching, scholarship, and service.

#### **Non-Tenure Track Titles**

The following titles fall under the reappointment and promotion criteria outlined in [UNT Policy 06.005, Non-Tenure Track Faculty Reappointment and Promotion](#).

**Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice.** Assistant professor of practice, associate professor of practice, and professor of practice are non-tenured faculty members who have particular expertise in given areas based on experience and education in addition to or in place of academic credentials. Duties may include teaching, research, and/or service.

**Assistant Research Professor, Associate Research Professor, Research Professor.** An assistant research professor, associate research professor or research professor is a non-tenure track faculty member with a primary focus on research with few or no teaching responsibilities, who is funded by external grants.

**Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.** Clinical assistant professor, clinical associate professor, and clinical professor are non-tenure track faculty members who have expertise or specialization in a specific profession and whose primary responsibilities are performed in a clinical, professional, or practicum setting.

**Instructor.** An instructor is a non-tenure track faculty member who has not completed the terminal degree at the time of hire. Upon completion of the degree, the appointment may be changed to a tenure-track appointment. Instructors are expected to perform the responsibilities of teaching, scholarship, and service.

**Lecturer, Senior Lecturer, Principal Lecturer.** A lecturer is a non-tenure track faculty member possessing the necessary academic credentials to teach assigned courses, with a primary focus on teaching with few or no service or research responsibilities.

### **Librarian Titles**

The following titles fall under the reappointment and promotion criteria outlined in [UNT Policy 06.006, Librarian Faculty Reappointment and Promotion](#)

**Assistant Librarian, Associate Librarian, Librarian.** An assistant librarian, associate librarian or librarian is a non-tenure track faculty member holding a terminal degree in a library-related discipline, or having equivalent applied experience, appointed to perform the responsibilities of librarianship, scholarship, and service.

### **Additional Academic Titles:**

**Associated Professor or Affiliated Professor, Lecturer, Librarian, or Clinical Professor.** These are courtesy titles that may be assigned to any faculty member with an affiliation to a department other than the department to which the faculty member holds an appointment. A department that wishes to offer such a title must have written criteria for assignment of the title and a defined period of time for the association or affiliation, generally no less than three (3) years. The assignment of the title is not an additional appointment and does not grant the faculty member any rights or privileges in addition to those set out in the faculty member's original appointment or in university policy.

**Courtesy Faculty or Courtesy Researcher.** A courtesy faculty or courtesy researcher is a faculty member who is affiliated with the university, but who receives no salary, benefits, or other compensation from internal university resources. A courtesy faculty or courtesy researcher can be internal to the university (cross-departmental affiliation) or from another institution that participates in a joint program and receives a zero percent appointment for university resource access purposes.

**ESL Instructor.** An ESL instructor is a non-tenure track faculty member who provides academic English as a second language instruction.

**Executive-in-Residence.** An executive-in-residence is a non-tenured faculty member appointed for a fixed term based on noteworthy experience/credentials.

**Faculty Program Project Coordinator- Summer.** A faculty program project coordinator is a faculty member in a temporary summer appointment. Such appointments are used to compensate faculty for directing or coordinating programs and projects during the summer (June – August).

**Modified Service Retiree.** A modified service retiree is a retired UNT faculty member that returns to the UNT in a non-tenured capacity and follows the guidelines established in policy [05.032, Faculty Retirement with Modified Service.](#)

**Scholar-in-Residence.** A scholar-in-residence is a non-tenured faculty member with a fixed-term based appointment based on noteworthy experience and credentials.

**Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, Visiting Clinical Professor, and Visiting Lecturer.** Visiting faculty are non-tenured faculty members with fixed term appointments to carry out instructional or research responsibilities within a unit. Professional credentials are required for appointment as a visiting faculty member. Visiting faculty members may be associated with another university or agency where they hold similar rank. Said appointments are limited to two years.

### Faculty Administrator Titles:

Faculty appointed to the following titles fall under the reappointment and promotion policy specific to their individual academic rank.

**Dean.** A dean is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and student affairs of a college or school. Deans are appointed by and serve at the pleasure of the provost, with approval of the president.

**Associate/Assistant Dean.** An associate or assistant dean assists the dean in the leadership of a college or school, often in specific areas of responsibility such as academic affairs or research. Associate/Assistant deans generally are tenured faculty. Associate/Assistant deans are appointed by and serve at the pleasure of the dean, with approval of the provost.

**Department Chair.** A department chair is the head academic and administrative official responsible for the educational, budgetary, scholarship, personnel, and student affairs of a department. Chairs generally are tenured with the rank of professor. Chairs are appointed by and serve at the pleasure of the dean, with approval of the provost.

**Faculty Director.** A faculty director serves as a college/school-level administrator. An individual serving in this title will also have a designated faculty rank (tenured, tenure-track, or non-tenured).