

# Compensation Policy

## FT\_HR\_CM\_20

Responsible Officer  
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Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
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Departmental Impact  
All departments

### Policy Statement

Each employee of the university will be compensated as specified by a contract or written offer from the Administration.

The gross salaries of each Staff member are reduced by the legally mandated:

- Federal Income Tax
- Social Security and Medicare Tax
  - *If a Staff member is exempt from FICA payments because of his status as a member of the clergy, he should advise the Business Office so that FICA payments will not be withheld nor paid.*
- State Income Tax

Other deductions may be made with the authorization of the employee. They include the employee's:

- Part of the health insurance coverage
- Employee contributions to tax-sheltered annuities
- Voluntary life insurance payments
- Voluntary gifts to the University

Reduction in Pay - Under extreme circumstances, it may become necessary to effect a reduction in pay and/or a reduction in the hours of work. If such should be required, every effort will be made to treat each employee as equitable as possible.

### Policy Procedures

Employees are paid by direct deposit and are normally disbursed on the fifteenth day of each month for the work performed during the previous fifteen days, and on the last day of each month for the work performed during the sixteenth day to the end of the month. Payments due on a weekend or holiday will typically be disbursed on the previous business day. Exceptions to this practice will be announced by memorandum.

Salary adjustments normally take effect on August 16th for Staff members (to coincide with new Faculty contracts).

### Faculty Salary Scale

The faculty salary scale for 2017 is based on a pay per credit hour model that maximizes faculty productivity and allows growth in compensation. This scale is applicable year-round and is calculated according to the following loads in addition to specific teaching hours.

Dean	18 hours annually
Graduate professor	6 hours annually
Dissertation, Chair (Seminary)	1 hour per semester
Dissertation Committee, member (Seminary)	hour per semester
Dissertation, Chair (Leadership)	\$300 per student per semester, plus \$1,100 stipend after successful defense

Dean	18 hours annually
Dissertation Committee, member (Leadership)	\$500 stipend after successful defense
Internships and practicums	½ hour per semester per student
Choirs, Ensembles, Private lessons	Contact hours
e4-12 Course Development	3 hours per course, one semester
ONline/flipped course development (first time)	1 additional hour per course
Support Services	1 hour per each 45 hours (average 3 hours per week)
e4-12 extended course revision	1 hour load
Faculty Categories	2017 Pay Per Credit Hour Range
Adjunct	450-550
Adjunct with Master's	500-700
Adjunct with Double MA or ThM	550-750
Adjunct with Professional Doctorate	600-800
Adjunct with PhD	650-850
FT	700-900
FT with Master's	750-1000
FT with Double Master's (or other credential)	800-1075
FT with Professional Doctorate	900-1150
FT with PhD	950-1225
FT with PhD & Distinctions	1000-1300
FT Dean with Professional Doctorate	1000-1300
FT Dean with PhD	1100-1375

Placement in the appropriate salary range may be adjusted based on merit adjustments, contact hours (number of students in the class times the hours taught), publication, innovative delivery, student and supervisor evaluations, etc. Full time salaries will be based upon an annual load of 39 hours (or equivalent) for 12 month faculty and 30 hours for 9 month faculty. If the needed number of teaching hours is not available in a particular faculty member's teaching field, he/she will have the opportunity to take on additional duties.

Unusually large online courses will be divided into sections and that division will be reflected in the professor's load/salary. Classes with less than 8 students enrolled may be paid at a prorated rate.

Full-time administrators or staff members who are asked to teach a class or classes will be remunerated for their teaching at the adjunct rate (base) in addition to their regular salary. That arrangement will be confirmed by contract on either a semester or annual basis.

A special course development stipend is paid to adjunct faculty in conjunction with a presentation of an online development contract. The contract will generally be awarded to adjuncts in the amounts below.

\$1,000 per new two-three hour course development paid in two installments

\$250 at the time of contract and \$750 at the time of completion

\$500 per new one hour course development paid in two installments

\$250 at the time of contract and \$250 at the time of completion