

**Memo of Understanding
Faculty Compensation (Salary and Benefits)
2003-2004**

After collegial discussions, the Faculty Salary Committee and the Administration recommend to the General Faculty for ratification and to the Budget Committee for inclusion in the budget that they submit to the President and the Board of Trustees the following compensation package.

It is understood that if accepted by the General Faculty and Budget Committee and subject to the final approval of the Board of Trustees, all faculty appointments and compensation shall be in accordance with the provisions set forth herein and in the Faculty Handbook as currently amended. All individual, annual letters of appointment will be in accordance with the compensation provisions of this document and with the Faculty Handbook (9th edition updated, 2002).

In the event that either the General Faculty or the Budget Committee raise objections to the recommended compensation changes, the Faculty Salary Committee and the Administration will hold further meetings with the intention of resolving the objections. In the absence of a resolution, the Annual Budget adopted by the Board of Trustees shall be final regarding faculty compensation for the ensuing academic year. In this case, the Administration will provide the Faculty Salary Committee with the revised information called for in this document. All individual, annual letters of appointment will be in accordance with the revised compensation provisions of this document and with the Faculty Handbook (9th edition updated, 2002).

Recommended Salary and Benefit Changes.

- A. All faculty will receive compensation and benefits in accordance with the provisions set forth below.
- B.
 - 1. Each full-time faculty member will receive an increase of \$500 added to base salary.
 - 2. The 2002-2003 mean and increases for each rank are:

Rank	Mean	Increase
	2002-2003	For 2003-2004
Professor	\$88,036	\$500
Associate	\$71,046	\$500
Assistant	\$60,512	\$500
Instructor	\$43,039	\$500

- C. No money is being allocated for funding merit pay in budget year 2003-04.

Agreement was reached on the following model for the distribution of money for sustained merit: the pool for salary increases for the (upcoming) academic year is x% of the current salary pool. In accordance with the criteria of the compensation plans of the individual schools, salary increases involving sustained merit will be calculated as follows:

- 1. Faculty who qualify for sustained merit will receive y% of their salary or y% of the mean of their rank whichever is greater.**
- 2. Faculty who do not qualify for sustained merit will receive no increase.**
- 3. The extraordinary merit salary pool for the (upcoming) academic year equals the total pool for salary increases for the year minus the sustained merit pool for the year. Each school will receive a proportion of the extraordinary merit salary pool equal to the proportion of tenure-track faculty members in that school. Salary increases for extraordinary merit for faculty who qualify, as determined by the criteria of the compensation plans of the individual schools, will be calculated as follows. (The Faculty Salary Committee and the Administration have not reached agreement on how to distribute extraordinary merit money. See additional document).**

- D. The Administration and the Board of Trustees are firmly committed to maintaining the average of the compensation of Assistant, Associate and Professor ranks at the 95th percentile for Class IIA institutions in the national AAUP ratings, subject to financial limitations. If the current average compensation in any rank is below the corresponding 95th percentile figure, then in addition to the increase described in section B above, each faculty member in that rank will receive the amount of the difference between Fairfield's average compensation for that rank and the corresponding 95th percentile figure.

- E. New minimum starting salaries represent an adjustment of \$500 for each rank. The new minimum starting salary for each rank for 2003-2004 is as follows:

Rank	Minimum	Maximum
Professor	80,644	104,743
Associate	62,629	87,559
Assistant	49,882	70,785
Instructor	43,197	52,934


When market conditions require, new faculty members may be hired at salaries exceeding the above-designated maximums. The Academic Vice President will inform the Faculty Salary Committee in writing of each new position requiring a salary beyond the designated maximum. The Faculty Salary Committee and the Administration will specify an appropriate range for each such position. The Authorization to Hire form shall contain a line for the Faculty Salary Committee to indicate acknowledgement of the conditions of each hire above the maximum. The Academic Vice President will seek the Faculty Salary Committee's approval before exceeding this new range. In all cases, the Faculty Salary Committee will be informed in writing of each hire that exceeds the above-designated maximum.

- F. In the event of a promotion in rank, the faculty member will receive the appropriate increase for the new rank plus an additional \$500. In the event this increase does not bring such person to the minimum of the new rank, he/she will receive that minimum. Additionally, if he/she was a full-time faculty member prior to the 1997-1998 academic year, \$1,188 will be added to his/her salary. This additional amount reflects savings from the 1996 change to a new health plan.
- G. The salary paid for part-time instruction to full-time faculty members (beyond normal load) and the salary for credit courses for adjunct faculty who are not full-time faculty members will be as follows:

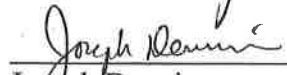
Degree	Fairfield University Teaching Experience		
	Under 8 semesters	8-15 semesters	16+ semesters
Non-terminal	2,935	3,142	3,413
Terminal	3,552	3,705	3,841

- The administration will provide a list of adjunct salaries to the Faculty Salary Committee each semester.
 - For an adjunct faculty member who is not a full-time faculty member, if a class meets two or more times per week during the academic year, the stipend will increase by \$150.
 - Actual teaching experience at Fairfield is counted for adjunct faculty.
 - Two semesters per year are counted for full-time faculty.
- H. Existing supplemental salary pertaining to Chairs, Program Directors, etc. shall continue as in the past.
- I. The Faculty Salary Committee and the Administration recognize the need to examine faculty salary distributions for gender inequities, racial inequities, and other inequities covered by federal and state statute. The redress of such inequities, by adding appropriate increments to faculty base salaries, shall be accomplished by a joint decision of the Faculty Salary Committee and the Administration's Compensation Committee while always protecting the privacy of any individuals involved. If consensus cannot be reached, the Administration cannot be prevented from redressing such inequities. In all cases the Faculty Salary Committee will be informed in writing of the conditions of redress.
- J. By October 10th of each academic year, the Administration shall provide to the Faculty Salary Committee a list of all faculty salaries and benefits including rank, school, gender, date of hire and date of rank.
- K. "Benefit Plans Overview", an outline of existing benefits, is incorporated in this document as Appendix 1.
- L. Both the FACHEX plan and the Tuition Exchange Program are coordinated through the Office of the Academic Vice President.
- M. The benefits and conditions stated in this Memo of Understanding shall be reflected in all 2002-2003 letters of appointment. The Faculty Salary Committee and the Administration agree to begin collegial discussions of the 2003-2004 Memo of Understanding by October 1, 2003. It is anticipated that the discussions will conclude by mid-January. In the spirit of collegiality, the Administration agrees to work with the Faculty Salary Committee to discuss salaries as well as any and all benefits; to provide all pertinent information; to receive recommendations concerning benefits and any substantive changes to benefits; to discuss salary and benefit changes; to be receptive to faculty participation in a cooperative process with the intent of arriving at a mutually agreed upon Memo of Understanding for 2004-2005.

Faculty Salary Committee:



Don Greenberg, Chair



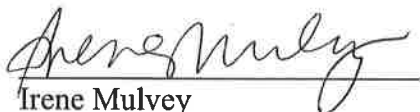
Joseph Dennin



Walter Hlawitschka



Matthew Kubasik



Irene Mulvey

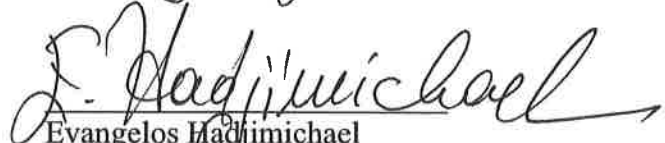
For the Administration:



Orin Grossman, Chair



Mark Guglielmoni



Evangelos Hadjimichael



Norman A. Solomon



Edna Farace Wilson

April 14, 2003

STATEMENT OF POSITIONS ON UNRESOLVED ISSUES IN 2003-2004
MEMO OF UNDERSTANDING.

Faculty Salary Committee Positions.

(1) In the 2003-2004 Memo of Understanding, section C.3. should conclude with these sentences: "Each school will determine the number of faculty (k) who qualify for extraordinary merit. An increment with value equal to the school's pool divided by k (rounded up to the nearest \$10) will be added to the base salary of the faculty member. The value of the increment will be no more than \$z".

Our rationale for this position is the following:

The Faculty Salary Committee is the only body authorized to negotiate salary and benefits for the General Faculty. We believe that there should be a common formula for all schools for the distribution of extraordinary merit. Individual schools are not authorized to devise formulas for salary increases.

(2) In the 2003-2004 Memo of Understanding section C.3. and in future Memos of Understanding, there should be the statement that "extraordinary merit will not be funded unless the increase for sustained merit exceeds COLA".

April 14, 2003

STATEMENT OF POSITIONS ON UNRESOLVED ISSUES IN 2003-2004
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Administration Position.

The administration rejects the view that the salary committee is a negotiating body. We consider the salary committee an important Faculty Handbook committee whose legitimate responsibility is defined appropriately in that document. The administration considers it important to empower the faculties of the various departments and schools to determine the distribution of performance-based compensation.

The salary committee has an advisory role in determining the amount of the salary pool that is reserved for sustained and further merit. The final decision will not result from a negotiation but will be made by the administration after input from the faculty salary committee and others. One issue that was discussed during the year was the degree of gradations within sustained or further merit. Should there be gradations between "0" and "sustained merit" or gradations within further merit? The administration does not have a single preferred method of distribution. We consider the decision to be for the faculties of the various schools. There is no need for one consistent approach. What remains consistent is the ability of the various schools to determine their approaches. At present, all school compensation plans call for no gradation between "0" and sustained merit, so the Memo of Understanding position accurately reflects the state of the individual school plans. Should a school change its view on this matter, the Memo of Understanding would have to change to reflect that decision for the following year.

Different schools at present have different ways of calculating further merit in their compensation plans. It is the administration position that the salary committee has an advisory role in this process but not a negotiating role. Therefore, the MOU should have a simple statement indicating that the funds for extraordinary merit will be distributed based on the various departmental or school plans.

April 14, 2003