

**Memo of Understanding**  
**Faculty Compensation (Salary and Benefits)**  
**2004-2005**

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 (9<sup>th</sup> 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 (9<sup>th</sup> 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. The salary pool will be an increase of 3.5% of the faculty 2003-2004 salary pool. All salary increases are based on an evaluation of performance according to the criteria of the various school plans.
- C. In the absence of an agreement between the administration and the faculty on a percentage increase for sustained merit for the 2004-2005 academic year, the administration set 2.2% as the percent increase for sustained merit. Therefore, faculty who qualify for sustained merit will receive an increase of 2.2% of their salary or 2.2% of the mean of their rank, whichever is greater. Faculty who do not qualify for sustained merit will receive no increase.

1. The 2003-2004 mean for each rank and the increases of 2.2% for each mean are:

	Mean	Increase
Professor	89,151	1,961
Associate	71,292	1,568
Assistant	60,311	1,327
Instructor	43,463	956

The further merit pool will be 1.3%. Each school will receive a proportion of this pool equal to the proportion of tenure-track faculty members in that school.

- 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 95<sup>th</sup> 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 95<sup>th</sup> 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 95<sup>th</sup> percentile figure.
- E. New minimum starting salaries represent an adjustment of 2.2% for each rank. The new minimum starting salary for each rank for 2004-2005 is as follows:

Rank	Minimum	Maximum
Professor	82,418	106,536
Associate	64,007	88,974
Assistant	50,979	71,831
Instructor	44,147	53,588

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 plus any additional merit compensation awarded during the 2003-2004 evaluation period beyond sustained merit. 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. The amounts have been increased by 2.2%:

Fairfield University Teaching Experience			
Degree	Under 8 semesters	8-15 semesters	16+ semesters
Non-terminal	3,000	3,211	3,488
Terminal	3,630	3,787	3,926

- 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 10<sup>th</sup> 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 2004-2005 letters of appointment. The Faculty Salary Committee and the Administration agree to begin collegial discussions of the 2004-2005 Memo of Understanding by October 1, 2004. 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 2005-2006.

**Faculty Salary Committee:**

**For the Administration:**

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Joseph Dennin, Chair

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Orin Grossman, Chair

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Elizabeth Boquet

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Mark Guglielmoni

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Don Greenberg

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Jeanne Novotny

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Walter Hlawitschka

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Norman A. Solomon

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Matthew Kubasik

Date: \_\_\_\_\_