

**Memo of Understanding  
Faculty Compensation (Salary and Benefits)  
2008-2009**

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 (10<sup>th</sup> edition updated, 2006).

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 (10<sup>th</sup> edition updated, 2006).

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 2007-2008 salary pool. All salary increases are based on an evaluation of performance according to the criteria of the various school plans.
- C. Sustained merit is set at 2.5%. Faculty who qualify for sustained merit will receive an increase of 2.5% of their salary or 2.5% of the mean of their rank, whichever is greater. Faculty who do not qualify for sustained merit will receive no increase.

1. The 2007-2008 mean for each rank and the increases of 2.5% for each mean are:

	<u>Mean</u>	<u>Increase</u>
Professor	\$105,746	\$2,644
Associate	\$ 83,125	\$2,078
Assistant	\$ 65,662	\$1,642
Instructor	\$ 49,535	\$1,238

2. The further merit pool will be 1.0%. Each school will receive a proportion of this pool equal to the proportion of tenure-track faculty members in that school. During 2008-2009, further merit funds will be distributed, using the plans of the various schools as a guide, through consultations with department chairs, deans, and appropriate faculty. At least twice during the 2008-2009 academic year, the Academic Vice President will convene a meeting of the deans of the various schools for the express purpose of working toward consistency and transparency in the disbursement of merit funds across schools. Once during the year, the Academic Vice President will meet with the Faculty Salary Committee to summarize the meetings with the deans.
3. First year faculty will receive an increase of 3.5% of their salary or 3.5% of the mean of their rank, whichever is greater:

	<u>3.5% of the Mean</u>
Professor	\$3,701
Associate	\$2,909
Assistant	\$2,298
Instructor	\$1,734

- 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 C 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. In addition, that difference plus the sustained merit percent of that difference will be added to the next year's minimum starting salary for that rank.

- E. Minimum starting salaries for Assistant Professors will be raised to \$60,000\*. Minimum starting salaries for the other ranks will be raised by the sustained merit percent. Therefore for 2008-2009, they will increase by 2.5%. The new minimum starting salary for each rank for 2008-2009 is as follows:

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Professor	95,874	119,744
Associate	70,996	98,689
Assistant	60,000	82,565
Instructor	48,967	59,440

\* The salaries of continuing assistant professors will be adjusted upward in order to prevent salary inversions within the Assistant Professor rank resulting from the increase in the minimum of the Assistant Professor salary range. Adjustments will be added after increases available from the 3.5% salary pool. Adjustments, which decrease linearly as base salary increases, will be applied to the base salaries of continuing assistant professors with 08-09 salaries below \$70,996 (the minimum for associate professors).

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. 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 greater of the following: a) the sustained increase for the new rank plus any additional merit awarded for 2007 plus an additional \$1,000, or b) the minimum of the new rank plus any additional merit compensation awarded for 2007 and previous years 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 3.5%. Higher payments are occasionally made as market conditions dictate.

- 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.

Fairfield University Teaching Experience

Degree	Under 8 Semesters	8-15 Semesters	16+ Semesters
Non-terminal	\$3,409	\$3,648	\$3,965
Terminal	\$4,126	\$4,305	\$4,462

- 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 as well as inequities created by hiring new faculty and by market conditions. 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 changes in salary.
  
- 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. The faculty salary committee agrees to maintain confidentiality. They agree not to share or discuss individual salaries with anyone outside the salary committee.
  
- 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 2008-2009 letters of appointment. The Faculty Salary Committee and the Administration agree to begin collegial discussions of the 2008-2009 Memo of Understanding by October 1, 2008. In the spirit of collegiality, and in furtherance of the President’s directive for a more collaborative system of governance, 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 2009-2010.

**Faculty Salary Committee:**

**For the Administration:**

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

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Carl Scheraga, Chair

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William Weitzer, Chair

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Jocelyn Boryczka

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Mark Guglielmoni

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Matthew Kubasik

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William Lucas

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Mark LeClair

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Edna Wilson

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Susan Rakowitz

[Approved by the General Faculty on April 18, 2008.]