

SECTION 700.04

SALARIES

1. The Annual Faculty Evaluation will be completed in accordance with the State Board of Higher Education 605.6 so that “institution procedures shall provide for annual evaluation of all full time faculty.” Faculty members’ salaries are determined by the President, in consultation with the Vice President of Academic and Student Affairs and the Faculty Welfare Committee of the Faculty Senate.
2. “Faculty Salary Guidelines” (See Chapter 400.35) are developed by the Administrative Council in conjunction with the Faculty Senate and provide parameters for salary assignments for all faculty, determining appropriate salary adjustments and salary increases. At the time of employment a *Salary Determination* form is completed to reflect a faculty member’s initial placement within these categories. The guidelines are not binding, negotiated contracts with faculty, but every effort is made to follow the guidelines in administering faculty salaries. An updated *Salary Determination* form will be included with each faculty member’s yearly contract.
3. Part-time and faculty overload pay is outlined in the Salary Administration Policy, Chapter 400.35 and is determined by the President in consultation with the Faculty Senate.
4. Deductions
 - a. Four (4) deductions are automatically made from monthly salary checks, including Federal Social Security Tax, Federal Withholding Tax, State Withholding Tax, and retirement plan assessment(s).
 - b. With proper authorization from a faculty member, other deductions may also be made, provided they have been authorized by the NDUS and approved by the Vice President of Administrative Affairs.
 - c. Flex Comp Plan: The Flexible Benefits Program (Flex Comp) is a separate, written benefit plan maintained by an employer for the benefit of employees under which all eligible employees have the opportunity to select any or all of the following three (3) options: premium conversion, medical spending account, and dependent care spending account.
 - d. Employee Assistance Program (EAP): The Employee Assistance Program is a confidential assessment/counseling/referral service staffed by trained professionals who can help employees and their families evaluate problems and take positive action to resolve them.
 - e. Assignments and satisfaction of garnishments may also be deducted when appropriate direction is received from the court system.
5. Faculty members on a nine (9) month contract are given the option of receiving their contract salary in twenty-four (24) installments beginning in September and ending in August or eighteen (18) installments beginning in September and ending in May.

History

Administrative Council Approved 700.04 (1) 02/07/03

Administrative Council Approved Updates 12/21/15