

V. FACULTY SALARY AND BENEFITS

V-A FACULTY SALARIES

V-A-1 Salaries/Contract Period

- A. Faculty salaries are recommended by the president and approved by the Board of Trustees.
- B. Salaries are kept within the bounds of an objective salary scale. The base salary is for a nine-month academic year. The base salary for library faculty is for a 12-month contract. (See Appendix E)
- C. Salaries ordinarily are paid on the last day of the month with such items as income taxes, social security payments and annuity payments being withheld. When the last day of the month falls on Saturday checks ordinarily are issued on the preceding Friday. When the last day of the month falls on a Sunday the checks ordinarily are issued on the following Monday. Before the first check is issued, a person must complete a W-4 exemption form including social security number and file for annuity if appropriate.
- D. Appointment of summer faculty will be based on student demand for classes and/or the needs of the institution. Summer term salaries are not part of the annual contract and no guarantees are made. Department/school chairs are paid on the same formula as other faculty. No summer term salary is provided for departmental/school administration.
- E. A contract year is considered the nine-month academic year (essentially from mid-August through mid-May). Salaries are paid over 12 months. Library faculty and some professional studies salaries are based on 12-month contracts. In such cases faculty receive three weeks vacation and University holidays. Some 11-month contracts are based on a prorating of the three weeks vacation with holiday benefits. This schedule may be adjusted by the Board of Trustees at its annual meeting.

V-A-2 Extended Faculty Contracts (See Contracts, Appendix A)

- A. Extended contracts of ten, 11 and 12 months are given commensurate with responsibilities for a given position and usually indicate some administrative component to the faculty role.
- B. Extended contract salaries are based on an extension of the regular faculty contract, determined by the faculty salary schedule.
- C. Faculty members with a ten-month contract work the regular nine-month schedule, plus one additional month (21.6 days). This additional month is sometimes designated with regard to time frames and, in other cases, on a flexible schedule based on tasks assigned. No vacation time is allotted or calculated.
- D. Faculty members with 11- and 12-month contracts work all the regular working days of the University and receive three weeks of vacation (or 11/12ths of three weeks) in addition to the University designated holidays. These administrative assignments are considered to require a regular pattern of office hours, balanced as appropriate by teaching loads incorporated into the overall position. Variations in this pattern should be approved by the appropriate vice provost or provost.

V-A-3 Salaries: Noncontract for Instruction

- A. Noncontract pay for traditional courses involves sessions outside the normal fall and spring sessions, e.g., summer term. Salary is calculated using the following formula:

$$\text{Salary} = \text{Monthly Salary} \times \text{Teaching Load Fraction} \times \text{Enrollment Fraction (e.g., } 1000.00 \times 24/6 \times 40/10)$$

Monthly Salary is that shown on salary schedule for current year.

Teaching Load Fraction = Credit Hour Load over six (not to exceed 1.0) (e.g., 24/6)

Note: Credit for arranged courses is not included in credit hour load.

Enrollment Fraction:

- for undergraduate courses = enrollment over ten (not to exceed 1.0) (e.g., 40/10)

- for graduate courses = enrollment over five (not to exceed 1.0) (e.g., 30/5)

Restrictions:

In no case will the faculty pay for a given course exceed the tuition generated as determined by tuition actually paid. Any variation must be approved by the provost.

- B. Regular faculty who, on an overload basis, teach course modules in professional studies or graduate programs will be paid at the prevailing rate for all instruction in those areas.

V-A-4 Salaries: Part-Time for Instruction

Pay will generally depend on the number of credit hours taught. The amount per credit hour depends on the degree held by the instructor and is determined by the Office of Academic Affairs. A contract is prepared by the department chair or program director specifying basic responsibilities and is signed by the president, the appropriate vice provost or the provost, the supervisor, and the instructor.

V-B FRINGE BENEFITS – FINANCIAL

V-B-1 Medical Insurance

The University pays a portion of the cost of premiums for medical insurance for the faculty member and the immediate family as defined by the current University policy. (Effective 7/1/2009)

V-B-2 Salary Protection

- A. *Long-Term Disability*: The University participates in a Long-Term Disability Program. Under this plan for disability claims, there is a three-month waiting period prior to paying of benefits. Benefits consist of sixty percent of the employee's regular salary less other income adjustments (Social Security and Workman's Compensation) for the duration of the disability to age 65. The University will pay full salary during the three-month waiting period. The above is subject to a one year waiting period for eligibility of new employees.
- B. *Employee-Workers' Compensation*: All employees of Southern Nazarene University, while participating in work-related activities, are protected under the Oklahoma Workers' Compensation law. The University bears the total expense of this insurance. The first three days of absence from work due to a job-related accident will be paid by the University on a pro rata basis. (Refer to employee workers' compensation policy, dated June 1, 1997)

V-B-3 Retirement Program

- A. All full-time faculty members are eligible to participate in the retirement program on a voluntary basis at the completion of the first year of a full-time contract. If the full-time faculty member has contributed portions of salary to a retirement program at another university prior to employment at SNU, they may be eligible immediately pending the previous retirement program stipulations. After three years of service at SNU, an eligible employee must participate in the program.
- B. SNU matches 1.5 times the amount of employee contributions up to 5% of the grand total salary listed on the Faculty Salary Schedule. For example, if a contribution of 5% of the employee's annual salary is made, SNU will match by contributing an additional 7.5%. Although the employee may contribute more than 5%, SNU will only match up to that level. Contributions made to the retirement program from monies earned through duties not listed as a part of the annual salary schedule or Faculty Contract (e.g., overload courses, summer advising, coaching) will not be matched by SNU.

V-B-4 Social Security

The University participates in the Social Security government insurance program and takes from the employee the amount required by the federal government and pays an equal amount toward the employee's Social Security benefits.

V-B-5 Faculty Graduate Program Tuition Assistance Grants

Faculty members in an approved doctoral program may receive tuition assistance for some portion of their program. Grants are typically issued at approximately 50% of standard tuition and fees of Oklahoma state institutions of higher education. Exceptions to this policy are sometimes made based on available funds. Application for this assistance is made through the Office of Academic Affairs and is dependent upon the availability of budgeted funds within each academic year.

V-B-6 Tuition Waiver for Full-Time Employees, Spouses and Children

- A. Faculty are permitted to enroll in any traditional course originating on the Southern Nazarene University campus without cost or payment of the general fee (faculty members will pay lab or special fees).
- B. Full-time employees, spouses and their dependents shall be eligible for tuition waiver at Southern Nazarene University subject to guidelines of the tuition waiver policies found in the Policies and Procedures Handbook housed with the Office of Financial and Business Affairs.
- C. Faculty dependents will normally receive waiver of tuition from other participating Nazarene colleges/universities if a dependent of a faculty member attends a Nazarene college/university elsewhere. All waivers are subject to the policy of the receiving institution.
- D. Dependents of current faculty who become deceased after having served the University for at least two years are granted tuition waiver as set forth above. (The time limit is waived in the event death occurs while on special mission for the University).
- E. Full-time faculty member's dependents may apply for tuition waiver with member institutions of the Council of Christian Colleges and Universities (CCCU). CCCU tuition waivers are based on the admission and tuition policies of the receiving institution. [April 2008]

V-B-7 Moving Expenses

- A. Payment for moving expenses for new full-time faculty will be covered from any point in the continental United States plus \$150 for utility deposit. Moving expenses may include some specially packed items (approved in advance by the Office of Academic Affairs) and appropriate insurance, but excludes overall packing for shipment.
- B. Moving cost reimbursement will be based on an average cost calculated from three estimates from reputable moving companies submitted to the Office of Academic Affairs by the moving faculty member. Monies will be paid directly to the faculty member and not to the moving company. [Approved April 2008]
- C. The University will also reimburse the faculty member's expenses for airfare or standard mileage rate one-way from point-of-move to Bethany, whichever is lower, as well as one night of lodging if required. [Approved April 2006]

V-B-8 Ordained Ministers' Housing

As a guideline, the government (IRS) normally allows ordained ministers a deduction from taxable salary for housing equivalent to the actual cost for rental (including utilities) of a furnished house. Ministerial housing allowance granted for ordained ministers is subject to IRS regulations. The amount of the deduction must be reported to and approved annually by the Office of Financial and Business Affairs.

V-C FRINGE BENEFITS – PROFESSIONAL

V-C-1 Sabbatical Leaves

The approval of sabbatical leaves will be subject to the following conditions:

- A. A full-time faculty member with the rank of assistant professor or above, who has been at Southern Nazarene University for nine years or more, is eligible to apply for a sabbatical leave for the purpose of research, travel, or other approved projects which will promote professional growth and enhance personal service to the University
- B. The faculty personnel file must be complete and up to date.
- C. Applications for sabbaticals (See Appendix F) must be submitted to the administration in writing at least 12 months before the leave is to begin. The application must include an outline of the project that is being proposed and a statement setting forth the benefits of such project to the professional growth of the applicant and the general strengthening of the University. Although some measure of freedom will be permitted in planning for such programs as graduate study, research, writing and travel for cultural and professional enrichment, the nature and the quality of the project proposed must be approved by the appropriate academic officer and the President. Proposals which include employment or assistantships in other institutions will not be approved except in special cases where the merit of the total program clearly satisfies the purposes of the University's sabbatical policy.
- D. 1. As a rule, not more than one faculty member will be granted sabbatical leave in any one semester. Approval will be based in part upon the possibility of making adjustments within the department involved. Required courses which would normally be taught by the faculty member during the semester designated for the sabbatical leave should, wherever possible, be offered during the other semester of the same academic year.

2. Some elective courses may have to be omitted during the year in order to make possible the offering of required courses. Other instructors may need to carry an additional course for a semester in order to avoid disrupting the curriculum pattern. Arrangements for meeting the course needs of the department must be worked out with the appropriate academic officer before final approval can be recommended to the Board of Trustees.
- E. The faculty member on leave for one semester will receive full salary, or if arrangements can be made, up to half salary for one year. Any faculty member accepting sabbatical leave will be asked to agree to continue service at Southern Nazarene University following such leave (See Appendix F). This agreement in writing will provide that, in the event the faculty member on leave does not return to the University, the amount of salary received during the sabbatical will be refunded to the University. If the faculty member withdraws from the University by choice within one year after a sabbatical leave, one half of the amount received will be refunded. If the faculty member continues service for two years, the refund obligation will be discharged.
- F. The administrative officers of Southern Nazarene University, as members of the faculty, are also eligible for sabbatical leave following the general principles as outlined above. Administrative sabbatical leaves would encompass the equivalent of one semester leave (approximately four months). Due to the nature of administrative assignments, sabbaticals may be granted in up to three segments within a fiscal year if it is not possible to arrange for the entire sabbatical to be taken at one time. Applications for administrative sabbaticals are directed through the President who presents them to the Board of Trustees for approval. The President may request a sabbatical leave directly through the Executive Committee of the Board. [Approved October 2001]
- G. A written report of sabbatical activities, together with any agreed product(s), must be submitted to the appropriate academic officer by the date indicated in the sabbatical request. The faculty member is expected to make a public presentation on the same during the semester following the sabbatical leave.

V-C-2 Professional Meetings

Each faculty member is provided an annual allotment of \$600 designated to provide for limited expenses to selected professional meetings. Up to \$100 of this allotment may be used for professional membership dues, and/or journals. Faculty professional travel funds not used in one year may be used in the next year if more than the current \$600 allotment is necessary. The funds do not carry forward year to year on a cumulative basis.

V-C-3 Educational Opportunities

- A. Faculty members are urged to continue formal education even beyond the doctoral level.
- B. Full-time faculty and staff will limit courses taken to a maximum of six semester credit hours in any given semester.
- C. Graduate work taken at Southern Nazarene University beyond the master's degree is limited to eight semester credit hours for salary increments. Faculty members involved in doctoral programs may use faculty professional travel funds for tuition and research expenses for up to four academic years.

V-C-4 Faculty Development

The continuing development of faculty is of vital importance to the instructional program of the University. While faculty development may occur without institutional organization the Faculty Professional Development Council has been established to give guidance to faculty development needs. Written reports and presentation are required as follow-up to completion of sabbaticals and Faculty Scholarship Support Grants in order to make the University community aware of faculty professional involvement and project outcomes. Please refer to III-E-7 for a more complete discussion of faculty development and institutional provisions for this program.

V-C-5 Available Organizations

- A. Affiliation with local, state and national educational and subject matter associations is encouraged. Most personal memberships are paid by individual faculty. Institutional memberships may be paid for from budget funds.
- B. Epsilon Chapter, the local chapter of the Nazarene Honor Society, Phi Delta Lambda, is open to faculty members who graduated from college with honors, cum laude or above.

V-D FRINGE BENEFITS – GENERAL

V-D-1 Cultural and Recreational Activities

- A. Faculty and immediate family are admitted to all Southern Nazarene University home athletic contests (Homecoming and special event games are exempt from this courtesy).
- B. Faculty and immediate family are admitted to all cultural events (including but not limited to school sponsored musical performances, plays and art shows) at a reduced rate equivalent to or less than a reduced student or senior citizen rate.
- C. Faculty members are permitted to use the gymnasium and swimming pool. Use should be approved by the chair of the Department of Kinesiology for both individuals and groups.
- D. Faculty and families are provided recreational opportunities under the Leisure Services Program. Charges are made only where the expense is incurred by the nature of the activity.