

**Faculty Salary & Fringe Benefit Committee
Administration Proposal for Academic Year 2019-2020
Document**

Compensation

- Faculty salary increase of 2% for statures/status track faculty members who have achieved satisfactory performance according to the performance pay model.

Salary Benchmarking

- The Salary and Fringe Benefit Committee (SFB) will continue to work with Human Resources to examine faculty compensation using CUPA compensation data and review and improve the methodology (including the addition and deletion of peer institutions used for the benchmarking of salaries). By December 2019, the SFB committee and administration will have an agreed upon methodology that will begin to be implemented in the 2020-2021 academic year.


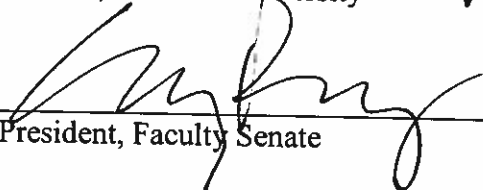
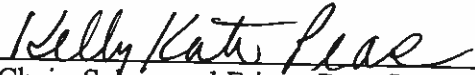
Professional Development/Travel & Research Grant Funds

- Maintain the Professional Development and Travel Funds (PDTF) at the level of \$3,100 per full-time statures/status track faculty member, recognizing that this funding is not an entitlement and subject to approval by department chairs and deans.
- Guidelines for the use of Professional Development and Travel Funds (PTDF) have been revised and are attached. The new policy will go into effect on June 1, 2019.
- Maintain the Faculty Research and Special Projects Program funds at \$120,000.

Adjunct Compensation & Fringe Benefits

- Adjunct compensation will remain at the current level. The administration and the Salary and Fringe Benefit Committee will continue to examine adjunct salaries each year.
- Increase the Adjunct Research and Professional Development fund from \$20,000 to \$25,000.

Document Approved by:

 _____ Provost, Webster University	4/23/2019 Date
 _____ President, Faculty Senate	4/23/2019 Date
 _____ Chair, Salary and Fringe Benefits Committee	4/23/2019 Date



Office of Academic Affairs

Administrative Guidelines (Faculty)

For Distributing Full-Time Faculty Professional Development/Travel Funds

Guidelines Information

Effective Dates: June 1, 2019

Last Updated: April 23, 2019

Status: Approved

Responsible Unit: Office of Academic Affairs; Schools/Colleges

Related Forms: 1) Summary of Faculty Travel Activities; 2) Travel Expense Report

Scope: Full-Time Faculty, Webster Groves

Reason for Guidelines

To provide guidance for the implementation of the full-time faculty Professional Development/Travel funds.

Overview

Faculty professional development is a priority for Webster University. Each College and School has, in the Office of the Dean, a fund to support faculty professional development activities of its stasured/status-track faculty.

The amount allocated to professional development/travel funds can be used to offset professional development, professional travel, or any combination. While these funds are not to be considered an individual entitlement, it is expected that reasonable requests and plans supported by chairpersons will be approved by the academic deans. It is expected that the Deans will work to ensure that all funds are fairly and fully distributed to support approved full-time faculty professional development and travel.

Amount of Funding

For AY/FY2019-20, funding is set at \$3,100 per stasured/status-track faculty member.

Use of Funds for Professional Development

Stasured/status-track faculty members may request support for a variety of professional development activities. Professional Development Funds may be used for the following academic expenses:

- Academic publications
- Academic journal subscriptions (unless electronically subscribed to by the library on a current issue available basis)
- Professional membership dues and fees
- Professional certification, licensure, and insurance fees

- Classroom materials (e.g., demonstration materials, DVDs, videos, software)
- Direct costs for research
- Additional expenses not specified above that relate to professional development may also be considered

Professional development funds may not be used for employee salary, furniture, or capital equipment purchases. Authorization for salary for research assistance must be approved in advance by the dean and comply with Human Resources' guidelines, policies, and procedures. In addition, these funds may not be used for tuition or expenses incurred pursuing a degree at another educational institution.

Minor equipment purchases are generally excluded from professional development funds, as these needs should normally be met through existing University facilities. In the case of special needs, faculty members may propose the use of professional development funds for equipment purchases. All durable goods purchased with University funds, including equipment purchased with Professional Development funds, remain the property of the University and must be returned when the proposed use is complete or if the faculty member leaves the University.

Computers, printers, and other peripherals should be requested through normal Information Technology procedures and are excluded from purchase with professional development funds.

Use of Funds for Professional Travel

Stated/status-track faculty members may utilize Professional Development funds to offset approved faculty travel expenses incurred for travel to professional conferences, workshops, and other educational events. The following types of expenses may be submitted for reimbursement:

- Expenses associated with transportation, lodging, and meals
- Conference, seminar, or institute fees
- Presentation expenses (e.g., copies, poster board, equipment rental)
- Additional expenses not specified above that relate to professional travel may also be considered.

Faculty members are encouraged to present (poster, paper, symposium, etc.) when attending conferences. However, faculty members may use funds for conference attendance if attendance will better enable the faculty member to support new or existing academic programs and lead to an enhanced classroom experience for students.

These funds may not be used to offset faculty travel associated with administrative responsibilities (e.g., travel associated with the faculty member's position as a director of a program, travel associated with faculty searches). In this instance, travel funds should come out of a Department, School/College, and/or Academic Affairs.

Requests for professional travel are to be processed using the University's regular reimbursement, travel authorization, or acquisition procedures.

Management of the Funds

Faculty members should submit funding requests to their department chairperson for pre-approval. Funding requests are then forwarded to the respective academic dean for approval. Funds can be accessed beginning June 1st of the each academic/fiscal year and may be used for the entire academic year. Faculty members are expected to effectively plan for their professional development/travel activities. Consequently, faculty members need to request and/or expend these funds by March 1st each year. This deadline allows

the dean's office to assess whether additional funds can be made available to faculty who have professional development/travel requests that exceeded the typical faculty allocation amount. Requests that are made after March 1st may be funded at the discretion of the Dean.

Although not an entitlement, faculty may roll over funds to the following academic year. This option is designed to allow some faculty to fund a professional development/travel opportunity that would significantly exceed the typical faculty allocation. To do so, faculty must submit a detailed roll-over funding proposal to their department chairperson and respective dean. Faculty may roll-over a maximum of \$3,100. Approvals to roll over funds are for one academic year. For example, unused 2018-19 funds, with an approved funding proposal, could be rolled over to 2019-20.

Report of Activity

Expense reports should be submitted monthly or once every 30 days using the appropriate University systems, forms, and process. Expense reports submitted after 60 days may be considered a taxable benefit and the amount to be refunded will be reduced accordingly.

By the end of the academic year, faculty members are expected to submit a report to their academic dean summarizing their professional development activities. For faculty travel, faculty members must complete the "Summary of Faculty Travel Activities."