

As approved 2/26/76

THE EVERGREEN STATE COLLEGE

EAC 174-112 PERSONNEL RULES

Salary Guidelines for Members of the Faculty and for Certain Counselors and Librarians

EAC 174-112-550 Introduction

- (1) Purpose. The purpose of this plan is to provide a set of guidelines for determining salaries of members of the faculty, and of professional counselors and professional librarians who have been accepted as members of the faculty (for convenience, references hereafter shall be made only to "members of the faculty" which term includes for the purposes of these guidelines all three categories). These guidelines intend to provide the procedures and rationale for periodic changes in salaries which recognize the training and experience of the individual faculty members, interinstitutional comparisons, and increases or decreases in the cost of living.
- (2) Objectives. The objectives of these guidelines include the following:
 - (a) To maintain a rational salary scale based upon the educational background and relevant experience of each faculty member.
 - (b) To maintain, to the degree feasible, equity between compensation at Evergreen and at other institutions with which Evergreen compares itself.
 - (c) to recognize changes in the buying power of the salary dollar.
 - (d) To attain internal equity to the greatest degree possible.
 - (e) To maintain a competitive position in order to retain and attract competent personnel.

EAC 174-112-560 Establishment of the Grid

- (1) Criteria.
 - (a) The basic criterion by which the grid shall be established shall be the establishment of a value for each of several ranges of experience in a fashion to establish average salaries for faculty members at or as near as possible to the "all ranks" averages for those institutions with which Evergreen compares itself (while recognizing certain unique organizational structures and functions at Evergreen).

- (b) In certain exceptional cases, the grid may be modified by recognition of a "marketplace value" for certain fields or groups. When such exceptions are allowed, they shall be allowed only after exceptional scrutiny and evaluation. Before making a decision for such an exception, the appropriate vice president shall first convene and ask the advice of the last-appointed-salary evaluation task force. (If an exception of this type is allowed, the individual involved will not have his own salary scale but rather will remain at his starting rate, except for cost of living increases, until his "years of experience" catch up with that starting rate).
- (c) The salary grid established shall embody the following principles:
 - (i) That younger persons accelerate faster in time and at a higher rate than more experienced faculty members.
 - (ii) That all faculty members be compensated equally according to years of experience as defined later in these guidelines.
 - (iii) That it be the responsibility of the respective deans and directors explicitly to identify years of experience for each person in recommending entering salaries and advances in salaries to the vice president; advances in salary are to be automatic upon completion of the scheduled number of years as defined by the salary grid.
 - (iv) That maximum salary be approximately twice the minimum salary with subsequent cost of living adjustments being applied across the board so as to maintain that differential as well as that obtaining between incremental steps on the salary grid.

(2) Grid. Based on the criteria above, the following grid is established for members of the faculty:

<u>Step</u>	<u>Years of Experience</u>	<u>Annual (9 month) Salary</u>	<u>Increment</u>
A	0-3	\$12,150	--
B	4-6	12,710	5%
C	7-9	15,060	18%

<u>Step</u>	<u>Years of Experience</u>	<u>Annual (9 month) Salary</u>	<u>Increment</u>
D	10-13	\$17,360	15%
E	14-19	19,710	14%
F	20-26	22,060	12%
G	27 +	23,800	8%

For appointments for other than nine months, multiply the appropriate annual salary figures from the grid by one-ninth for each month of the appointment.

- (3) Step vs. Incumbent. The value assigned to each step in the grid is independent of the incumbent's current salary.

EAC 174-112-570 Initial Placement

- (1) Present Faculty Members.
- (a) Upon the effective date of this plan, salaries of all faculty members below the grid shall be adjusted, prior to any other action, to the grid.
 - (b) Faculty members receiving salaries in excess of their respective scales shall receive only cost of living increases as provided in EAC 174-112-580 (2) and (3) below.
- (2) New Appointments. New faculty members shall be offered initial salaries on the grid according to the years of their experience (with exceptions possible for special "marketplace" competitive situations; see EAC 174-112-560 (1)(b), above).

EAC 174-112-580 Bases for Salary Increases

- (1) Experience. The principal and primary criterion to be employed to determine salary increases for members of the faculty shall be years of experience and the grid.
- (2) Cost of Living. Cost of living increases, the second priority after placement on the grid according to years of experience, shall be calculated as a percentage change in the consumer price index as computed by the Bureau of Labor Statistics for the Seattle standard metropolitan area, from the period of the last salary increase, but in no event to exceed two years. The calculated percentage shall, if necessary, be reduced to that percentage permitted by availability of funds; see the following paragraph. That percentage change shall be reflected in the salary plan by multiplying all steps on the grid times the percentage change to establish a new grid.

- (3) When rotation from faculty status to exempt administrative status, or vice versa, occurs or is contemplated, the appropriate vice president will determine the salary guidelines to be utilized at the time of the rotator's appointment or employment.
- (4) Division of Available Funds.
 - (a) The Evergreen State College shall distribute faculty and exempt administrator salary increase funds received to faculty salary increases and exempt administrator salary increases in proportion to total faculty salaries and total exempt administrator salaries, respectively.
 - (b) Assuming funds made available are insufficient to cover both step increases on the grid and the percentage for cost of living, an allocation of available funds shall be made on the following basis: movement on the grid of individual members of the faculty by virtue of longevity shall take priority over cost of living increases; only if funds remain after accommodating step increases shall cost of living increases be calculated. If funds available are insufficient to cover the necessary step increases, partial step increases shall be granted on a uniform percentage basis, with the accommodation of the remainder of those step increases to take first priority when funds for salary increases are next available. In any event, cost of living increases shall not be granted to members of the faculty whose salaries are above scale who were employed within the six months immediately prior to the time the cost of living increase is effective.

EAC 174-112-590 Policy and Salary Review

- (1) Policy Review. Annually prior to March 1 (or at other times if necessary to respond to funding availability) these guidelines shall be reviewed by a task force appointed by the President and modifications to reflect changed circumstances shall be presented ~~to~~ by that task force to the President within 30 days.
- (2) Salary Review. Annually prior to April 15 (or more frequently if funding availability requires) the salaries of members of the faculty shall be reviewed by the appropriate vice president and recommendations for salary actions presented to the President within 30 days based on the criteria for establishment of the grid and criteria following regarding measurement of experience.

EAC 174-112-600 Criteria for Measuring Experience

The basic criterion by which the grid shall be established shall be the establishment of a value for experience in work related to Evergreen's goals.

- (1) Acceptable experience includes: degree experience; teaching experience (pre-college, college, and university); and, non-teaching experiences (professional research, employment or practices; administration and management; relevant military, Peace Corps or Vista experience).
- (2) Teaching experience will be credited on a year for year basis but the total teaching (plus degree and non-teaching) experience will ordinarily not exceed the time elapsed since receipt of the Bachelor's degree. Experience prior to the Bachelor's degree will be evaluated on an individual basis.
- (3) Non-teaching experience will be credited according to the relevance of that experience to the faculty member's role at Evergreen.
- (4) If a particular function of a faculty member's experience included a mixture of duties, the predominant activity will determine the experience category.
- (5) Initiating with the BS/BA level, graduate degrees will be counted as experience as follows:
 - (a) MA/MS, one year;
 - (b) All work toward a Ph.D. except the dissertation, two years without a Master's degree and one year with a Master's degree;
 - (c) Ph.D. or equal professional degree, three years without a Master's degree and two years with a Master's degree (if the Ph.D. is completed during the professional staff member's tenure at Evergreen, appropriate experience credit will be added);
 - (d) Additional and other kinds of degrees (such as two Master's degrees in unrelated fields) will be evaluated on an individual basis.

EAC 174-112-610 Members of the Faculty Paid From Other Than
 General Funds

These guidelines shall also apply to members of the faculty paid from other than general funds, except that in the case of grant- or contract-funded faculty members the provisions of the grant or contract shall govern.

EAC 174-112-620 Grievance Procedures

Should a member of the faculty believe that his position is incorrectly placed on the grid or that his salary increase or lack thereof resulted from an unfair or incorrect procedure, he may appeal in accordance with the provisions of Evergreen's governance document.

EAC 174-112-630 - - Effective Date-

~~This plan shall be implemented September 1, 1973.~~