Appalachian State University
Faculty Senate Agenda
March 12, 2018
AGENDA SUMMARY:
(Full Agenda follows on next page)

(3:15 pm) I. Announcements INFORMATION
(3:20 pm) II. Approval of the Faculty Senate Minutes ACTION
(3:25 pm) III. Visitors’ Reports INFORMATION
(4:00 pm) IV. Provost’s Report INFORMATION
(4:05 pm) V. Chair’s Report INFORMATION
(4:10 pm) VI. Committee Reports
   A. Faculty Governance Committee ACTION
   B. Campus Technology Committee INFORMATION
   C. Committee on Committees ACTION
   D. Faculty Welfare and Morale Committee INFORMATION
   E. Welfare of Students Committee INFORMATION
   F. Academic Policy Committee INFORMATION
   G. Budget Committee INFORMATION
   H. Campus Planning Committee INFORMATION

(4:40 pm) VII. Faculty Assembly Report
(4:45 pm) VIII. Unfinished Business
(4:50 pm) IX. New Business
(5:00 pm) X. Adjournment (time approximated)
Appalachian State University
Faculty Senate Agenda
March 12, 2018
William Strickland Conference Room - 224 I.G. Greer
NOTE: All Faculty Senate meetings are recorded.

(3:15 pm)   I. Announcements
   A. Welcome and Introduction of Visitors.

(3:20 pm)   II. Minutes
   A. Approval of February 12, 2018 Faculty Senate minutes. Available online at: February 12, 2018
      https://facsen.appstate.edu/sites/facsen.appstate.edu/files/February
      %2012%202018%20meeting%20minutes%20draft.pdf

(3:25 pm)   III. Visitors’ Reports
   1. Amanda Lago - SGA: Campus Resource Visibility Project
   2. Robbie Pope - GSAS
   3. Tim Burwell - Faculty Salary Data – Appendix D

(4:00 pm)   IV. Provost’s Report

(4:05 pm)   V. Chair’s Report

(4:10 pm)   VI. Committee Reports (Committee Chair’s name is in bold.)
   A. Faculty Governance Committee  (Howard, Behrent, Gates, Rardin, Collier, Doll)
      1. Faculty Handbook Changes - Appendix A

   B. Campus Technology Committee  (Fenwick, Spaulding, Hartley, Wilson, Cheney, Hall)
      No Report.

   C. Committee on Committees  (Shulstad, Dubino, Frye, Lee, Gambrell, Mohr)
      1. Committee Confirmations - Appendix B
D. Faculty Welfare and Morale Committee (Hester, Albinsson, Marshall, Villanova, Salinas, Waldroup)
   No Report.

E. Welfare of Students Committee (Zrull, Udogu, Ortiz, Van de Gevel)
   1. 2017-2018 Summary Report - Appendix C

F. Academic Policy Committee (Wheeler, K. Williams, R. Williams, Fitts, Fiske, Dalton, Osinsky)
   1. Summary Committee Report of 2017-2018 Academic Year

G. Budget Committee (Sibley, Wright, Szeto, Dunston, Forsyth)
   No Report.

H. Campus Planning Committee (Orkiszewski, Weddell, Ignatov, Spiceland, Crepeau, Thaxton)
   No Report.

(4:40 pm) VII. Faculty Assembly Report

(4:45 pm) VIII. Unfinished Business

(4:50 pm) IX. New Business
   1. Senator Dunston - classroom security

(5:00 pm) X. Adjournment
Faculty Senate Meeting March 12, 2018 - Appendix A

Faculty Handbook Revisions from Faculty Handbook Governance Committee to be voted on by Faculty Senate

Proposed language: Additional language to be added under Section 3.8.3 for clarification

3.8.3.1
A faculty member appointed to the tenure-track as an assistant professor, or as an associate professor without tenure, will be bound by the department’s criteria for promotion to associate or tenure in effect at the time of hire.

3.8.3.2
A faculty member seeking promotion to the rank of professor may elect to be evaluated under either their department’s current criteria for promotion or the criteria that were in effect at the time that the candidate for promotion was tenured and promoted to the rank of associate professor or appointed with tenure at the rank of associate professor. Should the candidate take more than five years to seek promotion to the rank of professor, they will then be bound by the department’s criteria that is currently in effect.

Proposed language to 4.11.3.10 for clarification.

4.11.3.10 In a 607 grievance, the FGHC shall transmit its report to the faculty member, the respondent(s) and the provost and executive vice chancellor. In a 604 grievance involving promotion, tenure, or non-reappointment, and in a grievance concerning non-promotion of a tenured faculty member, the FGHC shall transmit its report to the faculty member, the respondents, and the chancellor. When the FGHC makes a recommendation unfavorable to the faculty member in a 607 grievance, the FGHC’s decision, as a determination of a body of the grievant’s peers, shall be final, except that, in a grievance concerning termination for financial exigency or program curtailment as provided in section 4.9.2.3, the grievant may appeal as provided in section 4.11.4.1. When the FGHC makes a recommendation unfavorable to a 604 grievant challenging a promotion, tenure, or non-reappointment decision, the first appeal process for such a grievant is to the chancellor, and if the chancellor concurs in an FGHC recommendation unfavorable to the faculty member, the grievant may then appeal to the Board of Governors, pursuant to section 4.11.4.2, below.

Current Faculty Handbook language:

4.11.3.10 In a 607 grievance, the FGHC shall transmit its report to the faculty member, the respondent(s) and the provost and executive vice chancellor. In a 604 grievance involving promotion, tenure, or non-reappointment, and in a grievance concerning non-promotion of a
tenured faculty member, the FGHC shall transmit its report to the faculty member, the
respondents, and the chancellor. When the FGHC makes a recommendation unfavorable to the
faculty member in a 607 grievance, the FGHC’s decision, as a determination of a body of the
grievant’s peers, shall be final, except that, in a grievance concerning termination for financial
exigency or program curtailment as provided in section 4.9.2.3, the grievant may appeal as
provided in section 4.11.4.1. When the FGHC makes a recommendation unfavorable to a 604
grievant challenging a promotion, tenure, or non-reappointment decision, the appeal process for
such a grievant is to the chancellor, and if the chancellor concurs in an FGHC recommendation
unfavorable to the faculty member, the grievant may appeal to the Board of Governors, pursuant
to section 4.11.4.2, below.

This language came out of a recommendation from a subcommittee but the practice was never
implemented so the committee agreed the language regarding an emeritus faculty medallion
should be removed from the Faculty Handbook.

Proposed language:

3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later
than September 15 in the year of consideration. A letter will be submitted to the departmental
promotion and tenure committee with supporting documentation including a comprehensive
curriculum vitae and record of the faculty member’s achievement and contribution to the
University and the appropriate discipline. The committee will review the application and make
approval, or non-approval, as provided for other personnel decisions to the department chair. The
department chair will forward his/her recommendation, with the supporting materials, to the
appropriate dean. The dean will forward his/her recommendation, with the supporting materials,
to the provost and executive vice chancellor by December 15. The provost and executive vice
chancellor, after his/her review will forward his/her recommendation as well as the
recommendations of the other reviewing individuals/bodies to the chancellor by February 15.
Upon approval of the chancellor, the provost and executive vice chancellor will submit the
candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for
consideration at the spring semester meeting. Candidates whose emeritus rank has been approved
by the Board of Trustees are notified promptly. The chancellor will confer the rank during the
August annual meeting of the University. A letter of commendation and an emeritus faculty
medallion shall accompany the emeritus faculty designation from the chancellor upon official
notice of the faculty member’s full retirement/long-term disability resignation from the
University, i.e., at the end of any phased retirement service period or upon immediate, full
retirement, or upon documentation of resignation due to long-term disability

Current Faculty Handbook language:
3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair. The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member’s full retirement/long-term disability resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Proposed language:

3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution unless there are exceptional circumstances; and appropriate licensures and certifications; and at least 5 years of appropriate professional experience, and
(b) Recognized skill in clinical/professional practice; and
(c) Recognized skill in teaching associated with the position; and
(d) Recognized accomplishment in research, publications, and presentations associated with the position; and
(e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Current Faculty Handbook language:

3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least seven years of appropriate professional experience; and
(b) Recognized skill in clinical/professional practice; and
(c) Recognized skill in teaching associated with the position; and
(d) Recognized accomplishment in research, publications, and presentations associated with the position; and
(e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Proposed language:

3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least ten years of appropriate professional experience; and
(b) Outstanding skill and accomplishments in clinical/professional practice; and
(c) Evidence of at least one of the following: (i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or (ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and
(d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Current Faculty Handbook language:

3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least twelve years of appropriate professional experience; and
(b) Outstanding skill and accomplishments in clinical/professional practice; and
(c) Evidence of at least one of the following: (i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or (ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and
(d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Proposed language:

7.2 Faculty Senate Committees
The committees of the Faculty Senate are appointed by the chair of the faculty senate, with the advice and consent of the Faculty Senate. The chairs of these committees are elected by the membership of the respective committees. Faculty Senate Committee act on matters assigned to them by the senate. Each committee may also initiate and pursue matters germane to its area of responsibility. Each committee is a recommending body, presenting its recommendation to the full senate for consideration. After the final April meeting, these records will be delivered to the Senate office where the next committee chair will pick it up after being named. The chair of each committee prepares an annual report that is submitted at the conclusion of the 1st session of the first meeting of the regularly scheduled April meeting of the Senate. These committees together with their memberships and responsibilities are as follows:

Current Faculty Handbook language:

7.2 Faculty Senate Committees
The committees of the Faculty Senate are appointed by the chair of the faculty senate, with the advice and consent of the Faculty Senate. The chairs of these committees are elected by the membership of the respective committees. Faculty Senate Committee act on matters assigned to them by the senate. Each committee may also initiate and pursue matters germane to its area of responsibility. Each committee is a recommending body, presenting its recommendation to the full senate for consideration. These committees together with their memberships and responsibilities are as follows:

Proposed language:

7.2.10.1 The Faculty Assembly Committee consists of 3 4 delegates and 1 2 alternates. The alternate(s) will attend the meetings in the event that one any of the delegates cannot are unable to attend. Those wishing to become delegates to the Faculty Assembly submit their names during the process in which Senate committee assignments are made. The term is for 1 year, but Senators may have their service on the committee renewed. Should there be fewer than 4 members of the Senate able to serve on the Faculty Assembly Committee, the Committee on Committees will make recommendations to the Senate from the faculty for committee members and/or an alternate.

Current Faculty Handbook language:
7.2.10.1 The Faculty Assembly Committee consists of 3 delegates and 1 alternate. The alternate will attend the meetings in the event that one of the delegates cannot attend. Those wishing to become delegates to the Faculty Assembly submit their names during the process in which Senate committee assignments are made. The term is for 1 year, but Senators may have their service on the committee renewed. Should there be fewer than 4 members of the Senate able to serve on the Faculty Assembly Committee, the Committee on Committees will make recommendations to the Senate from the faculty for committee members and/or an alternate.

Proposed language:

3.8.3 The faculty ranks to which appointments may be made, the minimal criteria that a candidate must meet in order to be eligible for consideration for the various ranks, and the incidents of academic tenure applicable to each rank are set forth in sections 3.8.4 through 3.8.7. The Faculty Handbook criteria for ranks shall be the basis for each academic department’s criteria, and both Faculty Handbook and departmental criteria shall be considered in all appointment, reappointment, promotion, and tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria. Changes to the departmental requirements for promotion and tenure shall be made in a meeting of the tenure eligible and tenure academic faculty.

Current Faculty Handbook language:

3.8.3 The faculty ranks to which appointments may be made, the minimal criteria that a candidate must meet in order to be eligible for consideration for the various ranks, and the incidents of academic tenure applicable to each rank are set forth in sections 3.8.4 through 3.8.7. The Faculty Handbook criteria for ranks shall be the basis for each academic department’s criteria, and both Faculty Handbook and departmental criteria shall be considered in all appointment, reappointment, promotion, and tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria.

Proposed Faculty Handbook language:

4.3.1

4.3.1.1 **Peer Review of Faculty**

1. Tenured faculty are subject to peer observation of teaching at least once prior to post-tenure review or promotion. (Has to be within the five-year cycle of post-tenure review).
2. Probationary faculty would be subject to three annual peer observations of teaching prior to each contract renewal. Thereafter, probationary faculty are subject to at least one peer observation of teaching prior to being reviewed for tenure and promotion.

3. Senior lecturer faculty will be subject to at least one peer observation of teaching prior to each contract renewal. (They have a three-year contract renewal).

4. Non-tenure track faculty, adjunct faculty, and teaching assistants are subject to at least one peer observation per academic year.

5. The completed peer review narrative must be conveyed to the observed instructor and chair in a timely manner.

6. The faculty member under review may request that an additional peer observer conduct a review of the faculty member’s teaching. The second reviewer will be selected by the Department Chairperson.

7. The faculty member that is being reviewed is allowed to provide a written response to the peer review. This response must be presented to the faculty member’s Department Chairperson within five working days from the receipt of the peer review.

8. Departments shall adopt procedures and practices for peer review of teaching.

4.3.1.2 Evaluation of Faculty: In addition to the formal components of a faculty evaluation specified in section 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to section 4.3.2.1 such as section 4.4 (Reappointment, Promotion and Tenure) or section 4.7 (Post-Tenure Review). Therefore, no items that will be considered or relied upon in an annual review or other personnel action may be placed in the faculty member’s personnel file within five working days prior to the annual review or personnel action, except under exigent circumstances. The circumstances justifying an exception to this rule should be confined to criminal or other serious misconduct of such a nature that requires the University to act promptly to mitigate physical risk to the University community, or circumstances in which the Chancellor, pursuant to section 4.10.2.6, suspends a faculty member with pay until a decision concerning discharge has been made.

Current Faculty Handbook language:

4.3.1.1 Evaluation of Faculty: In addition to the formal components of a faculty evaluation specified in section 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to section 4.3.2.1 such as section 4.4 (Reappointment, Promotion and Tenure) or section 4.7 (Post-Tenure Review). Therefore, no items that will be considered or relied upon in an annual review or other personnel action may be placed in the faculty member’s personnel file within five working days prior to the annual review or personnel action, except under exigent circumstances. The circumstances justifying an exception to this rule should be confined to criminal or other serious misconduct of such a nature that requires the University to act promptly to mitigate physical risk to the University
community, or circumstances in which the Chancellor, pursuant to section 4.10.2.6, suspends a faculty member with pay until a decision concerning discharge has been made.

Proposed Faculty Handbook language:

7.3.4.13 **Tuition Appeals Committee**

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the Student Learning Center, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the provost and executive vice chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge, fixed tuition, and tuition and fee refunds based upon eligibility detailed in GS. 116-143.47.c.

Current Faculty Handbook language:

7.3.4.13 **Tuition Appeals Committee**

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the Learning Assistance Program, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the provost and executive vice chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge and tuition and fee refunds based upon evidence of “Other extraordinary hardship—.“ Hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.
University Committee Confirmations

Tuition Appeals Committee:
Matthew Richards (COM FAA) to serve Spring-Summer 2018
Priscilla Porterfield (HSOM) to serve Spring-Summer 2018
Student Welfare Committee
2017-18

Committee Chair: Stephanie West, RMPE (Mark Zrull for Spring 2018)

2017-18 Goals:
1. Meet with groups that directly address student welfare in order to determine whether student needs are being met or what might be needed to improve that.
   1. SGA
      1. Wendy Xie (substitute for Patricia Ortiz) had originally intended to meet with SGA in November but this was postponed until Spring 2018 when Patricia Ortiz resumes duties as a faculty senator.
   2. Athletics (re: student athletes)
      1. Ike Udogu has volunteered to represent the Student Welfare Committee on this topic by meeting with Dr. Alan J. Hauser and Ms. Vivian Thompson (members of the Athletic Advisory Committee or Council) for their input. Their committee generated a robust report on results from a comprehensive survey they had conducted on matters of our concern. Ike has constructed a short list of areas where our committee can be of help to our student-athletes and is working on following up with the Athletic Advisory Committee for its input before we begin further work.
      2. Stephanie has consulted with Stacy Sears from the Athletic Advisors office and consequently reached out to Philip Ardoin, Chair of Chairs to request that each department (who is willing and able) construct a list of known concerns or issues that Athletic Advisors might need to know. For example, students are advised against taking Stephanie’s class while in their season unless it is necessary. The course is a service learning course, requires a heavy out of class commitment, and is one of the more demanding courses (timewise) in that major.
      3. Phillip’s response was: This sounds good. We are actually planning on inviting the Athletic Dept to the Feb 1 Council of Chairs mtg and I can place this on the agenda for them to discuss. RE: summer classes - This could be an easy task for some Depts, but for some with several concentrations and ever changing lists of summer offerings this might be more difficult. I can imagine some Dept Chairs simply saying this is the job of the Athletic Advisors and not our job to collect and organize. We finished a year or so ago a similar process with the office of transfer services to assist with advising transfer students. It was a long process and
buy in by chairs varied dramatically. Those of us with lots of transfer students were eager to engage, but some depts have very few transfer students. I assume will have a similar reaction from Chairs with regard to athletes.

1. **Student Counseling Center**
   1. Stephanie has met with Chris each year for the last two years and will see if she can do that again this Spring from NYC via zoom.

2. Develop a statement that faculty might include in their syllabus on the topic of resources available for students facing food insecurity or homelessness.
   1. **Done.** Presented to Faculty Senate and approved in November 2017.

3. Survey faculty re: the need to include e-resources (book or other required, fee-based e-resources) into the textbook rental system. Present findings and make recommendations to faculty senate, as needed, based on survey results.
   1. **Given to another committee.** Stephanie represented the Student Welfare Committee by serving on this committee.

4. Address the creation of an App 101 Course by either:
   1. Locating an existing group on campus working on this and having a SWC rep serve on it, or
   2. Creating a committee or task force to address the creation of such a course.
      1. **Mark Zrull, informally, discussed and then did updated discussions about the possibility of App 101 with people from areas that would necessarily be involved: e.g., First Year Seminar, Student Success, Student Affairs (Student Development), Wellness, SGA, etc. It seems that right now there isn’t adequate interest in creating an App 101 to warrant proceeding.**
      2. **There are resources available to incorporate into any course, including FYS.** Mark will work on compiling a list of resources. A future report may have such a list.

5. **NEW GOAL (Jan 2018):** Follow up on the recommendations provided to the University from our Student Listening Sessions.
   1. **Upon request, Darrell gave feedback from the Administration on the recommendations made.** Stephanie is working to address the feedback. A future report will provide details.

**Meetings:** We will meet as needed, but we have set aside Mondays 2-3p prior to Faculty Senate Meetings.
Comparison of Faculty Salary Benchmarks
University

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Comparison of Faculty Salary Benchmarks
Appalachian State University

Assistant Professor

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Note: The table data is approximate and may vary slightly from the actual graph values.
Comparison of Faculty Salary Benchmarks
Appalachian State University

Associate Professor

$60,000 $65,000 $70,000 $75,000 $80,000 $85,000


ASU Average ASU Peers 50th Index ASU Peers 75th Index ASU Peers Average Index
Comparison of Faculty Salary Benchmarks
Appalachian State University

Professor

Salary