Appalachian State University
Faculty Senate Minutes

April 10, 2006 (Approved)

The Faculty Senate meeting was called to order by Chair Moore at 3:20 pm in the William Strickland Conference Room in I. G. Greer on Monday, April 10, 2006. Senators Julie Horton, Tom Jamison, and Monica Lambert were not in attendance.

I. Announcements

A. Chair Moore welcomed senators and visitors to the meeting. Visitors were Chancellor Kenneth Peacock, Dr. Wilber Ward, Dr. Tim Burwell, Dr. Bobby Sharp, Dr. David Haney, Mr. Len Johnson, Mrs. Alyson Ebaugh, Mrs. Angie Miller, and Mrs. Betsey Williams.

B. Chair Moore reminded the faculty senate on behalf of Jud Watkins, President, Student Government Association, to order their textbooks on time so that students can utilize the buy-back process at the bookstore.

C. Chair Moore apologized for omitting Senator Smith’s name from the Ad Hoc Committee on Supplemental Pay Policy.

D. Chair Moore stated that all faculty have received from the Provost the Textbook Rental Committee’s recommendations. Chair Moore has not heard anything from the faculty and recommended that faculty pay close attention to the committee’s recommendations. There will be a website for faculty feedback about the textbook rental policy. The committee will submit their report to the Faculty Senate, Council of Chairs, SGA, and Dean’s Council for further response.

E. Non-tenure Track Faculty Committee submitted a report to the Provost. There will be significant changes for non-tenure track faculty who teach six or more courses amounting to $6,000 salary increase plus benefits.

F. Chair Moore reminded senators that their committee annual reports are due for the April 24, 2006 meeting.

II. Visitors’ Reports

A. Mr. Len Johnson (HRS) announced a new Preferred Provider Organization Plan (PPO) being offered to Appalachian State University employees effective October 1, 2006 entitled North Carolina Smart Choice PPO. The open enrollment period is May 22 through June 30, 2006. Mr. Johnson said that because the enrollment period may come at a time when some faculty will not be here during the signup period, arrangements are being made for those faculty to be able to signup earlier than the May 22 begin date. He noted that there is a wealth of information pertaining to this PPO on the Human Resources’ website. A handout detailing key information regarding this health care option was distributed to faculty senators and visitors.
Mrs. Angie Miller (HRS) provided additional information about this new PPO. She noted that there is no $350 deductible in this plan as compared to the current Comprehensive Major Medical Plan (CMM) and there is one free annual eye examination after copay with the NC Smart Choice PPO plan. Furthermore, she stated that a majority of doctors in Watauga County are participating as health care providers with the Smart Choice program.

B. Mrs. Alyson Ebaugh (HRS) provided a brief overview of the “Preparation for Retirement” Learning Series that is being sponsored by Human Resources Department. Three half-day sessions will be offered beginning with the fall 2006 semester on topics that will include State Retirement Income, State Health Insurance, Long Term Care, Social Security and Medicare, Financial Planning, Investing, Legal and Estate Planning, and Managing Your Health and Home.

C. Chancellor Peacock shared with the Faculty Senate three primary issues pertinent to Appalachian State University. These three areas are campus funding, diversity, and the challenges for our campus with the new president’s approach to learning the University of North Carolina System. Chancellor Peacock stated that the $1.4M Appalachian State received in equity funding was not enough. ASU is the next to the last university in the UNC system in terms of budgeted appropriations per in-state student FTE. The recent campus-based tuition increase was necessary albeit unpleasant. The Board of Governors has not adopted a tuition policy because there are inequities that need to be examined. ASU is still not on a level funding field with other UNC system institutions. Chancellor Peacock reported that President Bowles’ office will be initiating two efficiency-effectiveness studies on campus led by Business Affairs and the Chancellor’s Office. President Bowles has appointed a state-wide blue ribbon panel of committee members to oversee the efficiency-effectiveness studies. Chancellor Peacock remarked that this will be a challenging and time-consuming project. The Chancellor stated that it was very encouraging over the past year to see a marked increase in faculty, in particular, new faculty, applying for external funds for grant requests. The Chancellor noted that it is only a question at this time if Appalachian State University should become a research institution. Chancellor Peacock commented that the newly-formed campus strategic planning committee would be very critical and helpful to ASU. Chancellor Peacock welcomed questions and comments from the Faculty Senate. Questions asked included positive comments about the inclusion of additional categories on the admissions applications in regards to gender and religion, whether ASU should consider changing from a comprehensive university to a research institution, clarification of the effectiveness-efficiency studies, the status of the Appalachian Cultural Museum, student enrollment projections, the possibility of a new campus within the UNC system, the rationale for requiring freshmen and sophomores to complete the core curriculum within two years, why fall break was changed, and whether ASU’s top priority is academics or athletics.

D. Chair Moore thanked Chancellor Peacock for coming to the Faculty Senate meeting. Chair Moore initiated a five-minute break.

III. Minutes

A. Chair Moore asked for a motion to approve the March 20, 2006 minutes. Senator McBride moved and Senator Mamlin seconded. Motion passed. (See Vote #1).
IV. Nominations

A. Chair Moore asked for a motion to nominate Dr. Jill Thomley (MAT) to replace Dr. Jeff Hirst on the Graduate Council for the remainder of Dr. Hirst’s term. Senator Felkel moved and Senator Marland seconded. Motion passed. (See Vote #2).

B. Chair Moore stated that nominations for Faculty Senate Chair, Vice-Chair, and Secretary for the 2006-2007 academic year will be accepted at the next Faculty Senate meeting scheduled for Monday, April 24, 2006. Elections will be held immediately following the convocation of the new Faculty Senate meeting on Monday, April 24, 2006.

V. Provost’s Report

A. Provost Aeschleman stated that he will update the Faculty Senate on the two outstanding motions at the next Faculty Senate meeting scheduled for Monday, April 24, 2006.

VI. Committee Reports

A. Academic Policies (HUELSMAN, Butts, Ehnenn, Mamlin)
No Report.

B. Agenda Committee (MOORE, Marking, Harris, Aeschleman)
No Report.

C. Budget Committee (STRAZICICH, Kaenzig, Staub)

Senator Strazicich discussed his research, on behalf of the budget committee, concerning faculty salaries and campus initiated tuition increases. (Please refer to documents in Appendix A). Questions raised by the senate included issues related to faculty salary inequities among colleges, the negative effect of delaying faculty raises particularly for faculty members who plan to retire in the next five years, how merit increases are determined, whether there is an ongoing evaluation of peer institutions, and the high cost-of-living in western North Carolina. Chair Moore thanked Senator Strazicich and the committee for their hard work and for providing such helpful information.

D. Campus Planning Committee (MARLAND, Jamison, McKinney)

Motion 05-06/04-01 Campus Building Projects

Whereas we would like to address the recent concerns about several campus building projects, we make the following motion:

Whereas we would like to address the recent concerns about several campus building projects, we make the following motion:

It is moved that the Vice Chancellor for Business Affairs be invited to attend the first or second faculty senate meeting of the academic year and present the following items to the senate:

1. Current (ongoing or recently completed) construction projects and status
2. New Construction projects for the coming year
3. Other projects and initiatives of importance
All projects with a budget over $50,000 would be provided in summary form in writing (electronic) in the Senate agenda, while larger projects would be outlined at the meeting. The projects presented would include projects funded from any source (capital funds, bond money, donations, R&R, etc.).

In addition, we recommend that a member of the Faculty Senate, perhaps from the Campus Planning Committee, be appointed to serve on the organizing body for Campus Strategic Planning and Annual Review when it is established in the near future.

We also recommend that the Campus Planning Committee continue its meetings with the Vice Chancellor for Business Affairs each semester. The committee will then report back to the Senate any changes or updates to projects and initiatives during the year.

Finally, we recommend that the Council of Chairs pursue similar guidelines to ensure that the campus community remains well-informed of all important projects and initiatives.

As an additional note, we would like to thank Vice Chancellor Helm for her ongoing support of open communication and cooperation. In the past, she has given a presentation to Faculty Senate about ongoing and upcoming building projects. This year, the campus planning committee decided to try a more personal approach by meeting with her directly and reporting back to the senate on key issues. While this approach has been of benefit in some respects, we all (the Vice Chancellor included) feel that the presentation is also useful. In the motion above we have expanded and made specific the types of projects and initiatives we would like to hear about in that presentation. Since there are up to a hundred projects going on at any one time, we feel that this clarification will make it easier for the Vice Chancellor and the Faculty Senate to communicate effectively.

Senator Rardin moved to separate the Campus Planning Committee motion into four individual motions. Senator Ramsey seconded. Motion passed with affirmative vote from Chair Moore. (See Vote #3).

Motion 05-06/04-02
that the Vice Chancellor for Business Affairs be invited to attend the first or second faculty senate meeting of the academic year and present the following items to the senate:

1. Current (ongoing or recently completed) construction projects and status
2. New Construction projects for the coming year
3. Other projects and initiatives of importance

All projects with a budget over $50,000 would be provided in summary form in writing (electronic) in the Senate agenda, while larger projects would be outlined at the meeting. The projects presented would include projects funded from any source (capital funds, bond money, donations, R&R, etc.).

Motion passed. (See Vote #4).

Motion 05-06/04-03
We recommend that a member of the Faculty Senate, perhaps from the Campus Planning Committee, be appointed to serve on the organizing body for Campus Strategic Planning and Annual Review when it is established in the near future.

Senator Rardin moved and Senator Ehnenn seconded that the motion that this issue be referred back to the Campus Planning Committee. Motion passed. (See Vote #5).

Motion 05-06/04-04
We also recommend that the Campus Planning Committee continue its meetings with the Vice Chancellor for Business Affairs each semester. The committee will then report back to the Senate any changes or updates to projects and initiatives during the year.

Motion passed. (See Vote #6).

Motion 05-06/04-05
Finally, we recommend that the Council of Chairs pursue similar guidelines to ensure that the campus community remains well-informed of all important projects and initiatives.
Motion failed. (See Vote #7).

E. Committee on Committees (MALLOY, Cramer, Jones, Lambert, McBride)

No Report.

F. Faculty Handbook Committee (Moore, Gates, Arnold, MARKING)

No Report.

G. Faculty Welfare and Morale Committee (FELKEL, Harris, Horton, McCaughey)

No Report.

H. Welfare of Students Committee (RARDIN, Ramsey, Scherlen, Smith)

Report on the selection of convocation speakers.
The summer reading program is a freshman program and convocation has served as a welcome-to-the-university for freshman as well as a "coming together" for the university community to celebrate the start of the academic year. Since the beginning of the summer reading program in 1997, the author of the book selected for the program has also been the convocation speaker. Currently between 60 and 65% of our freshman enroll in freshman seminar, and most freshman seminar classes require the students to attend convocation. Between 1,500 - 1,800 students were in attendance for the 2005 event. Although a couple of faculty members at Appalachian have expressed an interest in having convocation speakers who would appeal to the faculty at large, the committee believes that the current system’s benefit to students outweighs such a request.

No action required.

I. Ad Hoc Committee on Faculty Retirement (MOORE, Terry Cole (CMU), Marvin Hoffman (PS/CJ), Len Johnson (HRS), Harold McKinney (MUS), Susan Keefe (ANT))

No Report.

J. Ad Hoc Committee on the Role of the Faculty Senate (ARNOLD, Gates, McBride, Rardin, Scherlen)

No Report.

K. Report of the Ad Hoc Joint Committee of Senate and Council of Chairs regarding Faculty Supplemental Pay Policy (MAMLIN, McKinney, Amoroso, Schieren, Smith). Please refer to Appendix B “Report #1: Appalachian State University Policy on Supplemental Compensation for Professional Services to the University” and Appendix C “Report #2: Supplemental Pay Proposal #2”.

Motion 05-06/04-06 Supplemental Pay Policy

Senator Mamlin moved and Marking seconded to support Supplemental Pay Policy proposal #2 as stated in Appendix C. Motion passed. (See Vote #8).

VII. Unfinished Business

None.
VIII. New Business

None.

Chair Moore asked for a motion to adjourn the meeting. Motion passed. (See Vote #9). The meeting was adjourned at 6:20 pm.

Appalachian State University
FACULTY PRESENT AND VOTING SHEET for April 10, 2006

Y = Yes  N = No  A = Abstain

Senators  1  2  3  4  5  6  7  8  9
Arnold, Edwin  A  Y  Y  Y  Y  N  Y  Y
Butts, Jeff  Y  Y
Cramer, Beth **
Ehnenn, Jill  A  Y  N  Y  Y  Y  N  Y  Y
Felkel, Brian  A  Y  N  Y  Y  Y  N  Y  Y
Harris, Tim  Y  Y  N  Y  Y  Y  N  Y  Y
Horton, Julie  E  X  C  U  S  E  D
Huelsman, Tim  Y  Y
Jamison, Tom  E  X  C  U  S  E  D
Kaenzig, Rebecca **
Lambert, Monica  E  X  C  U  S  E  D
Malloy, Mark  Y  Y  Y  Y  Y  N  Y  Y
Mamlin, Nancy  Y  Y  N  Y  Y  Y  N  Y  Y
Marking, Martha  Y  Y  Y  Y  Y  N  Y  Y
Marland, Eric  Y  Y  N  Y  Y  Y  A  Y  Y
McBride, Jeff  Y  Y  N  Y  Y  Y  N  N  Y
McCaughey, Martha **
McGuire, Sam  Y  Y
McKinney, Harold  Y  Y  N  Y  Y  Y  A  Y  Y
Ramsey, Colin  Y  Y  Y  Y  Y  Y  N  Y  Y
Rardin, Patrick  Y  Y  Y  Y  Y  Y  N  N  Y
Scherlen, Allan  Y  Y  Y  Y  Y  Y  N  Y  Y
Smith, Steve  Y  Y  Y  Y  Y  Y  N  Y  Y
Staub, Susan  Y  Y  N  Y  Y  Y  N  Y  Y
Strazicich, Mark  Y  Y  Y  Y  Y  A  Y  Y

** Senators were in attendance but left meeting prior to voting.

Vote #1: A motion to approve the March 20, 2006 Faculty Senate minutes.
Vote #2: A motion to nominate Dr. Jill Thomley (MAT) to replace Dr. Jeff Hirst on the Graduate Council for the remainder of Dr. Hirst’s term.
Vote #3: A motion to separate the Campus Planning Committee motion into four individual motions.
Vote #4: To approve Motion 05-06/04-02
Vote #5: To approve Motion 05-06/04-03
Vote #6: To approve Motion 05-06/04-04
Vote #7: To approve Motion 05-06/04-05
Vote #8: To approve the motion to support Supplemental Pay Policy Report #2.
Vote #9: To adjourn the meeting.

Appendix A
I was asked by the Chair of the Faculty Senate to research the share of campus based tuition increases that will go to faculty salary increases in 2006-2007. In this regard, I received documentation from the chair of the faculty senate, spoke with Tim Burwell, spoke with the Chair of the Faculty Senate Budget Committee at UNC-Wilmington, and met with our Provost. My findings are summarized as follows.

1. Tim Burwell and the Provost. ASU is committed to providing at least 15% of the 2006-2007 tuition increase to salary increases of existing faculty. This will be in addition to the pay raise from state appropriations. 15% works out to be $1,085 per faculty. The Provost explained that our goal this year is to reach at least the median of all faculty salaries at 129 peer institutions (i.e., 129 public and private institutions in 2005-2006). Our goal is to eventually get our faculty salaries to the 60th percentile among these 129 peer institutions. By adding funds to the 15% from CITI for 2006-2007, we may be able to get our Associate and Assistant Professors to the 60th percentile this year, while we hope to get Full Professors to the 60th percentile in the following year. (The gap between present salaries and the 60th percentile is greater for Full Professors.) As noted by the Provost in his reply to the Appalachian about campus-based tuition increases, while some schools may indicate that a greater percentage of their tuition increases will go to “faculty salaries” this does not imply that these funds will all go to pay increases for existing faculty. For example, part of these funds might go toward hiring new faculty. We commend the Provost for committing to increase ASU faculty salaries to a higher relative percentile, and for developing a useful model for continuing measurement of faculty salaries.

2. Average pay raise and inflation. I examined the average percentage faculty pay increase at ASU in the past five years and compared this to the rate of inflation in the same years. I used the consumer price index (CPI) to measure the annual rate of inflation. The average faculty pay raise at ASU from 2001-2005 was 3.51%. The average inflation rate over the same period was 2.6%. Thus, our average annual pay increase at ASU exceeded the cost of living index by 0.9% per year. Also, the average annual faculty pay raise at ASU from 2001-2005 was slightly greater than the average of all faculties in the UNC system (3.37%) and the average of the sixteen institutions (3.34%).

3. UNC-Wilmington. I spoke with the Chair of the Faculty Senate Budget Committee at UNCW. He said that students were involved with the decision to give faculty a 3% merit raise from the 2006-2007 tuition increase (in addition to the raise from state appropriations). The students supported this pay raise. The (average) merit pay increase from the 2006-2007 campus tuition increase will be $1,890 per faculty. The intent of this increase is to “recruit and retain excellent faculty.”

4. Questions. Some ASU full professors have questions regarding the proposal to increase their salaries to the 50th percentile this year and to the 60th percentile next year. For instance, where will the funds come from next year to increase salaries of full professors to the 60th percentile? Also, would it be possible to increase all faculty salaries to an equal percentile this year, such as the 55th percentile, and then increase all faculty salaries to the 60th percentile next year?

CUPA-HR Comparison Group for Appalachian State University
(Non-unionized; Doctoral-intensive/Masters 1; Public/Private Independent;
FTE 5,000-25,000; UG & GR)
N=129

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(Santa Clara, CA)
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and Mechanical College at Baton Rouge (Baton Rouge, LA)
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Tarleton State University (Stephenville, TX)
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University ( Cookeville, TN)
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of Texas at Dallas (Richardson, TX)
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University (Cullowhee, NC)
Western Kentucky University (Bowling Green, KY)
University (Bellingham, WA)
University (Canyon, TX)
University (Wichita, KS)
University (Chester, PA)

University of Wisconsin-Oshkosh
University of Wisconsin-Washington, Madison
University of Wisconsin-Stout
University of Wisconsin-Whitewater
Washburn University
Western Carolina University
Western Washington University
West Texas A&M University
Wichita State University
Widener University
Winthrop University (Rock Hill, SC)

CUPA-HR Surveys Comparison Group Non-unionized Doc-int/Mas I FTE 5K-25K

National Faculty Salary Survey: Multi-Discipline Report, 2005-06

Focus Institution: Appalachian State University
Comparison Group: Doctoral-Intensive/Masters I without collective bargaining;
Public/Private Independent; FTE 5K-25K (129 institutions)
Year: 2005-06

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Arts & Sciences
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<td>176,552</td>
<td>-204,582</td>
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### Fine & Applied Arts

<table>
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<th>Professor</th>
<th>89,908</th>
<th>151,125</th>
<th>88,684</th>
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<td>46,724</td>
<td>70,242</td>
<td>2,116</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>30,474</td>
<td>76,217</td>
<td>-24,558</td>
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<tr>
<td>Total</td>
<td>167,106</td>
<td>297,584</td>
<td>66,242</td>
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### Music

<table>
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<th>-64,284</th>
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<tbody>
<tr>
<td>Associate Professor</td>
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<td>4,420</td>
<td>-19,150</td>
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<tr>
<td>Assistant Professor</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>4,420</td>
<td>-101,184</td>
</tr>
</tbody>
</table>

Source: CUPAHR’s Surveys Online and modified by IRAP.
24Feb06.

### Appendix B

Report #1

**APPALACHIAN STATE UNIVERSITY**

**POLICY ON SUPPLEMENTAL COMPENSATION FOR PROFESSIONAL SERVICES TO THE UNIVERSITY**

I. Scope

This policy applies to supplemental compensation paid to Appalachian State University faculty and staff through the University Payroll Office. This policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries or payments for external consulting (see Policy on External Professional Activities for Pay).

II. Definitions

For the purposes of this policy, the following definitions apply:

- **Contract Period.** For nine-month faculty the contract period is generally from August 15 through May 15. The specific dates of the contract period in any one case are based on the faculty member’s employment contract.
- **Outside-the-contract Period.** For nine-month faculty this period is generally from May 16 through August 14. The specific dates of the time outside-the-contract period in any one case are based on the faculty member’s employment contract.
- **Base Salary.** The annual permanent salary of the employee as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease. The base salary includes any supplemental administrative stipends extending for one year or more, but does not include temporary payments for a period of less than one year.
9-Month Equivalent Salary. For faculty, this is the portion of the base salary less any continuing supplemental administrative stipends built into the base salary. For 12-month EPA employees, the 9-month equivalent salary is calculated as 9/11th of the base salary. For 10-month EPA employees, the ratio is 9/10th of the base salary.

Supplemental Compensation. For faculty, all extra compensation paid through the University Payroll Office beyond the 9-month equivalent salary, regardless of funding source. This includes, but is not limited to, activities such as conducting seminars, workshops, and training; teaching distance education courses; dual employment payments from other state agencies; internal grant stipends; administrative stipends; external grant and contract stipends and teaching summer courses.

III. General Policy
For a full-time member of the faculty or EPA staff, the salary approved by the Chancellor, Board of Trustees, or Board of Governors is the base salary to be paid during the contract period. No additional compensation may be paid for University duties that are generally related to the position to which the individual is appointed during the Contract Period. No Senior Academic and Administrative Officer (see UNC Policy Manual Section 300.1.1, l-A) may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that (a) was established by officers of the University, (b) is controlled by the University, or (c) is tax-exempt based on being a support organization for the University.

With appropriate approvals, full-time members of the faculty or EPA staff may receive additional compensation for extra duties, as long as these extra services do not cause a conflict of commitment with the primary employment position of the employee. A maximum commitment of time of 120% is allowed and supplemental compensation from all sources may total no more than 20% of the 9-month equivalent salary during the contract period. For EPA staff and faculty, all supplemental compensation received outside-the-contract period may total no more than 38.4% of the 9-month equivalent salary. The 38.4% cap represents 120% of a full summer load, with a full load defined as 12 credit hours (i.e., 32% of a 9-month salary for 12 credit hours).

IV. Specific Policies
A. Administrative Stipends
Administrative stipends for faculty and EPA staff that are included as part of the base salary will count as part of the limited supplemental compensation associated with the outside-the-contract period specified in the General Policy.

B. Dual Employment
Dual employment occurs when a University employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor of the primary employment position before the service is provided in order to ascertain whether the obligation will interfere with the job duties and commitments of the primary position. If approved, all payments to the employee must be sent (along with Form CP-30) from the borrowing agency to the University and paid through the University payroll. Payments of this type are counted as part of supplemental compensation.

C. Overload Instruction
In general, faculty are paid for teaching credit courses in their normal course load. With approval of the chair and dean, overload may be approved for faculty that agree to teach additional credit courses beyond the departmental standard load if it does not cause a conflict of commitment with the other duties of the faculty member. There is a one course per semester limit on this and the stipend will be limited to the standard contract amount offered to part-time faculty based on a pay schedule maintained by the Office of Academic Affairs. The current rates are as follows:

<table>
<thead>
<tr>
<th>Highest Degree</th>
<th>Rate/Credit Hour</th>
<th>9-Month Equivalent Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>$ 849</td>
<td>$ 31,838</td>
</tr>
<tr>
<td>Master</td>
<td>$ 955</td>
<td>$ 35,813</td>
</tr>
<tr>
<td>Doctorate/Terminal</td>
<td>$ 1,061</td>
<td>$ 39,788</td>
</tr>
</tbody>
</table>

Other arrangements may be made, such as a corresponding course reduction in the following semester.

D. Off-Campus Education
Additional compensation for teaching distance education courses for credit is limited to additional duties and time commitment associated with teaching courses in which students are located away from campus (e.g. driving to and from the remote location, room setup, travel to and from motor pool, materials collection and transfer, meeting space set-up, time required communicating with extension staff regarding site/equipment issues, time communicating with extension staff regarding allowing non-cohort students into the class, arriving early to open building or meet security at the building, time assisting students in accessing library and technology services, additional time consulting with students via email in between class meetings (beyond what is required for an on-campus course)) and not for duties that a faculty member would typically provide for courses offered on campus. The limit on this compensation is 4.5% of the 9-month equivalent salary per 3 credit course offered, with a minimum compensation of $2450 and a maximum of $3350 per three-credit course, assuming the course counts as part of the faculty member’s normal load. Additional compensation applies for courses taught on an overload basis as per the guidelines for overload instruction. (Note: the min/max compensation is based on the average assistant and average full professors’ salaries, based on the most recent Fact Book information.)

E. On-line Instruction
Faculty who teach courses solely on-line will be compensated at the minimum level listed above in section D (i.e., $2450). Faculty also may be compensated for the creation and development of an on-line course.

F. Summer Instruction
Faculty will be contracted at a rate of 2.23% of their 9-month equivalent salary per credit hour of instruction. Excluding internship supervision, revenue-generated courses, or other non-typical course offerings, faculty will be compensated at no less than the minimum rate applied to part-time faculty during the academic year. Additional compensation of 4.5% per course applies for distance education courses taught in the summer as per the guidelines specified in the distance education section.

G. Non-cREDIT Continuing Education Programs
Faculty may be approved by their chair and dean for supplemental compensation for teaching non-credit programs offered through the Division of Continuing Education or some other University unit as long as such work does not cause a conflict of commitment.
with their regular job duties. Compensation rates are generally dependent on generation of program revenue. For EPA employees, compensation limits from the General Policy will apply.

II. Teaching by SPA or EPA Staff

Non-teaching staff, both EPA and SPA, whose duties are tied to the normal workweek schedule of the University, may be allowed, subject to advance approval by the appropriate supervisor, to take on a University teaching responsibility for supplemental compensation. In extraordinary circumstances, when the teaching responsibility must take place during the course of the employee’s normal working hours, such exceptions must be approved in advance by the appropriate vice chancellor. If the arrangement is approved, an alternate work schedule must be approved and forwarded with the appropriate assignment documentation for inclusion in the employee’s official personnel record (EPA to Division Vice Chancellor, SPA to Human Resources). The vice chancellor must review and recertify such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the teaching assignment. For EPA employees, compensation limits from the General Policy will apply.

I. Compensation for Non-teaching Activities by SPA or EPA Staff

For non-teaching EPA and SPA staff, additional activities for supplemental pay may be permitted, with the supervisor’s approval, but must not interfere with the staff member’s normal duties, must be outside the scope of the employee’s normal job responsibilities, and must be carried out during times other than the normal working hours established for the full-time employment responsibility of that staff member.

However, in extraordinary circumstances, when the additional activities for pay must take place during the course of the employee’s normal working hours, such exceptions must be approved in advance by the appropriate vice chancellor. If the arrangement is approved, an alternate work schedule must be approved and forwarded with the appropriate assignment documentation for inclusion in the employee’s official personnel record (EPA to Division Vice Chancellor, SPA to Human Resources). The vice chancellor must review and recently such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the non-teaching activity.

For SPA employees, compensation limits from the General Policy will apply. For those SPA employees exempt from the overtime provisions, a revised monthly salary or a lump sum payment must be agreed upon. SPA employees subject to the overtime provisions must be paid on the basis of the combined number of hours worked during a workweek. Such payment must be in accordance with the minimum wage and overtime provisions and be based upon the appropriate rate(s) of pay for the work being done.

J. Compensation from External and Internal Grants

For 9-month faculty, supplemental compensation may be earned outside-the-contract period for University-sponsored research that is externally funded by a government agency as approved by the department chair, dean, and the Office of Research and Sponsored Programs. The maximum payment is 38.4% of the base salary or a 120% time commitment, unless otherwise limited by the sponsor. In the case of a federal grant or contract, the rate of pay for supplemental compensation outside-the-contract period must be the same as the base rate of pay for the contract assignment. This policy is intended to comply with applicable federal and state restrictions on level of effort. Federal restrictions permit up to 33.3% outside-the-contract period and no more than 100% of total compensated effort during the contract period.

Government sponsors usually do not permit compensation beyond the base rate of pay during the contract period. As a general rule, faculty members (9 and 12 months) involved in government-funded research during the contract period should have their other assigned responsibilities reduced through a “released time” arrangement. For non-government sponsors, additional compensation can be paid during the contract period if permitted by the sponsor and approved by the chair and dean. The maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary.

For internal grants, the maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary. Outside-the-contract period, the maximum supplemental compensation allowed is 38.4% of the 9-month equivalent salary. Please note the General Policy may limit compensation further for external and internal grants due to other forms of additional compensation received by the employee.

V. Procedures for Payment of Supplemental Compensation

A. Timing of Requests

Proposals for activities involving payment of supplemental compensation must be approved by the chair or immediate supervisor of the employee in advance of initiation of the work. As proposals are reviewed and approved, an individual's total time commitments on institutional as well as external professional activities (e.g., outside consulting) will be considered. The chair or immediate supervisor is responsible for ensuring time and compensation limits specified in the General Policy are enforced.

B. Duration

No work assignment that results in supplemental compensation may exceed one year; provided, however, that any such additional work assignment may be extended or renewed on a case-by-case basis. Requests for payments must specify the time period for which the person is receiving compensation and the time period must be wholly contained within a contract period or outside a contract period.

C. Approvals

If the employee receiving supplemental compensation is in a different department/unit from the requestor of the work or assignment, the department chair/supervisor of the employee should be consulted for approval in order to consider such issues as work-load management and adherence to the General Policy concerning limits on time and compensation. Requests for payments of supplemental compensation must be approved by the department chair/supervisor and the dean/unit head of the employee as well as the appropriate supervisors from whom the payments are requested. For SPA employees, all documentation must be reviewed by Human Resources for compliance reasons prior to the commencement of paid activities and such documentation shall be retained in the employee’s personnel files.

D. Method of Payment and Deductions

Payment of supplemental compensation will be processed as additional pay to employees (and not as payments to independent contractors) through the ASU payroll area and will have federal/state taxes and other appropriate deductions withheld. Payments will be identified as supplemental compensation above the amount paid as the base salary.
The following proposal is a “tiered” approach which accounts for the various distances which faculty travel to off-campus sites.

<table>
<thead>
<tr>
<th></th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5-40 miles</td>
<td>41-60 miles</td>
<td>over 60 miles</td>
</tr>
<tr>
<td>Extra duties and work hours</td>
<td>2.00 h</td>
<td>3.75 h</td>
<td>4.75 h</td>
</tr>
<tr>
<td>Semester Total</td>
<td>30.00 h</td>
<td>56.25 h</td>
<td>71.25 h</td>
</tr>
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</table>

Calculation:

- Tier 1: $\frac{30}{1560} = 1.9\% = 2\%$
- Tier 2: $\frac{56.25}{1560} = 3.6\% = 3.5\%$
- Tier 3: $\frac{71.25}{1560} = 4.6\% = 4.5\%$

Supplemental Pay Percentage:

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