

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 3

SALARY SCHEDULES

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CHAPTER 3

SALARY SCHEDULES

Section 1. Salary Schedules

The following salary schedules are reviewed and approved by the Board of Regents:

*Based on legislative and Board of Regents' action, all salary schedules for the FY 2012 and FY 2013 should be considered reduced by 2.5 percent and in addition, furloughs will be imposed in FY 2012 and FY 2013 equivalent to an additional 2.3 percent reduction.

NSHE EXECUTIVE SALARY SCHEDULE, FY 2013-14 & FY 2014-15

	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
<u>GRADE 1</u>	\$312,546	\$421,790	\$531,454
Chancellor University President DRI President NSC - Henderson President			
<u>GRADE 2</u>	\$153,040	\$206,533	\$260,231
Community College President Vice Chancellor			
<u>GRADE 3</u>	\$134,253	\$181,179	\$228,284
Associate Vice Chancellor			

SYSTEM ADMINISTRATION SALARY SCHEDULE, FY 2013-14 & FY 2014-15

	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
<u>GRADE 4</u>	\$99,606	\$134,421	\$169,370
<u>GRADE 5</u>	\$82,384	\$106,854	\$131,430
<u>GRADE 6</u>	\$61,691	\$80,015	\$98,418
<u>GRADE 7</u>	\$45,528	\$59,052	\$72,633

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

EXECUTIVE SALARY SCHEDULE - UNIVERSITIES/DRI FY 2013-2014 & FY 2014-2015

	<u>MINIMUM</u>	<u>Q1</u>	<u>MID</u>	<u>Q3</u>	<u>MAXIMUM</u>
EXEC VP & PROVOST	\$209,500	\$265,900	\$322,300	\$378,700	\$435,100
VP, ADVANCEMENT	\$143,000	\$181,500	\$220,000	\$258,500	\$297,000
VP, DIVERSITY	\$116,900	\$148,400	\$179,800	\$211,300	\$242,700
VP, EXTERNAL AFFAIRS	\$143,000	\$181,500	\$220,000	\$258,500	\$297,000
VP, FINANCE & BUSINESS	\$163,300	\$207,300	\$251,300	\$295,300	\$339,200
VP, HEALTH SCIENCES	\$444,900	\$564,600	\$684,400	\$804,200	\$923,900
VP, RESEARCH & GRAD STUDIES	\$178,100	\$226,100	\$274,000	\$322,000	\$369,900
VP, STUDENT AFFAIRS	\$147,200	\$186,900	\$226,500	\$266,100	\$305,800
VP, TECHNOLOGY	\$166,200	\$210,900	\$255,600	\$300,300	\$345,100
DIRECTOR ATHLETICS	\$276,800	\$351,300	\$425,900	\$500,400	\$574,900
DEAN OF:	<u>MINIMUM</u>	<u>Q1</u>	<u>MID</u>	<u>Q3</u>	<u>MAXIMUM</u>
AGRICULTURE	\$159,400	\$202,300	\$245,200	\$288,100	\$331,000
BUSINESS	\$217,500	\$276,000	\$334,600	\$393,100	\$451,700
COOPERATIVE EXTENSION	\$133,200	\$169,000	\$204,900	\$240,800	\$276,600
DENTAL	\$217,400	\$276,000	\$334,500	\$393,100	\$451,600
EDUCATION	\$153,600	\$195,000	\$236,300	\$277,600	\$319,000
ENGINEERING	\$188,100	\$238,700	\$289,400	\$340,000	\$390,700
FINE ARTS	\$140,000	\$177,800	\$215,500	\$253,200	\$290,900
GRADUATE COLLEGE	\$131,700	\$167,200	\$202,600	\$238,100	\$273,500
HONORS COLLEGE	\$102,700	\$130,400	\$158,000	\$185,700	\$213,300
HOTEL ADMINISTRATION	\$217,500	\$276,000	\$334,600	\$393,100	\$451,700
HEALTH RELATED PROFESSIONS	\$134,300	\$170,400	\$206,600	\$242,800	\$278,900
JOURNALISM	\$146,600	\$186,100	\$225,600	\$265,100	\$304,600
LAW	\$204,400	\$259,400	\$314,400	\$369,400	\$424,400
LIBERAL ARTS	\$145,000	\$184,000	\$223,000	\$262,000	\$301,000
LIBRARIES	\$113,400	\$143,900	\$174,400	\$204,900	\$235,400
MEDICINE	\$346,000	\$439,200	\$532,300	\$625,500	\$718,600
NURSING	\$160,400	\$203,600	\$246,800	\$290,000	\$333,200
PUBLIC HEALTH	\$185,600	\$235,600	\$285,500	\$335,500	\$385,400
SCIENCES	\$176,300	\$223,800	\$271,300	\$318,800	\$366,300
URBAN AFFAIRS	\$146,600	\$186,100	\$225,600	\$265,100	\$304,600

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

EXECUTIVE SALARY SCHEDULE – STATE COLLEGES, FY 2013-14 & FY 2014-15

	<u>MINIMUM</u>	<u>Q1</u>	<u>MID</u>	<u>Q3</u>	<u>MAXIMUM</u>
EXEC VP & PROVOST	\$174,514	\$221,495	\$268,476	\$315,457	\$362,438
VP, FINANCE & BUSINESS	\$136,029	\$172,681	\$209,333	\$245,985	\$282,554
DEAN OF:	MINIMUM	Q1	MID	Q3	MAXIMUM
ARTS & SCIENCES	\$130,948	\$166,184	\$201,419	\$236,655	\$271,891
EDUCATION	\$127,949	\$162,435	\$196,838	\$231,241	\$265,727
NURSING	\$133,613	\$169,599	\$205,584	\$241,570	\$277,556

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ADMINISTRATIVE SALARY SCHEDULE - UNIVERSITIES FY 2013-14 & FY 2014-15

<u>RANGE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
7	\$104,900	\$133,100	\$161,300	\$189,600	\$217,800
6	\$87,800	\$111,500	\$135,200	\$158,800	\$182,500
5	\$73,900	\$93,700	\$113,600	\$133,500	\$153,400
4	\$59,300	\$75,300	\$91,300	\$107,200	\$123,200
3	\$48,900	\$62,100	\$75,300	\$88,400	\$101,600
2	\$39,100	\$49,600	\$60,100	\$70,600	\$81,100
1	\$30,800	\$39,100	\$47,400	\$55,700	\$64,000

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ADMINISTRATIVE SALARY SCHEDULE - STATE COLLEGE FY 2013-14 & 2014-15

<u>RANGE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
7	\$87,382	\$110,872	\$134,363	\$157,937	\$181,427
6	\$73,137	\$92,880	\$112,622	\$132,280	\$152,023
5	\$61,559	\$78,052	\$94,629	\$111,206	\$127,782
4	\$49,397	\$62,725	\$76,053	\$89,298	\$102,626
3	\$40,734	\$51,729	\$62,725	\$73,637	\$84,633
2	\$32,570	\$41,317	\$50,063	\$58,810	\$67,556
1	\$25,656	\$32,570	\$39,484	\$46,398	\$53,312

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ADMINISTRATIVE SALARY SCHEDULE – COMMUNITY COLLEGES, FY 2013-14 & FY 2014-15

<u>GRADE</u>	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
8	\$140,613	\$190,018	\$239,422
7	99,429	134,363	169,297
6	83,340	112,622	141,903
5	72,864	94,629	116,393
4	58,561	76,053	93,545
3	48,298	62,725	77,152
2	38,549	50,063	61,578
1	30,403	39,484	48,566

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ACADEMIC SALARY SCHEDULE - UNIVERSITIES FY 2013-14 & FY 2014-15

<u>RANK</u>	<u>TITLE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MID</u>	<u>Q3</u>	<u>MAXIMUM</u>
		<u>9 MONTHS</u>	<u>9 MONTHS</u>	<u>9 MONTHS</u>	<u>9 MONTHS</u>	<u>9 MONTHS</u>
		<u>12 MONTHS</u>	<u>12 MONTHS</u>	<u>12 MONTHS</u>	<u>12 MONTHS</u>	<u>12 MONTHS</u>
IV	Professor	\$85,000	\$107,900	\$130,700	\$153,600	\$176,500
		\$102,000	\$129,400	\$156,900	\$184,300	\$211,800
III	Associate Professor	\$57,600	\$73,100	\$88,600	\$104,100	\$119,600
		\$69,100	\$87,700	\$106,300	\$124,900	\$143,500
II	Assistant Professor	\$50,000	\$63,500	\$77,000	\$90,500	\$103,900
		\$60,100	\$76,200	\$92,400	\$108,600	\$124,700
I	Instructor	\$35,600	\$45,200	\$54,800	\$64,400	\$74,000
		\$42,800	\$54,300	\$65,800	\$77,300	\$88,800

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

Nevada System of Higher Education
DISCIPLINE SPECIFIC FACULTY SALARY SCHEDULES FOR FY 2013-14 & FY 2014-15

Business Faculty-9 Month

	Minimum	Q1	Mid	Q3	Maximum
Accounting – Finance					
Professors	\$102,700	\$116,700	\$138,200	\$187,000	\$229,600
Associates	\$94,600	\$104,100	\$126,600	\$147,600	\$181,100
Assistants	\$92,100	\$105,500	\$126,600	\$163,300	\$180,500
Instructors	\$47,400	\$55,400	\$65,500	\$84,900	\$107,400

Marketing, Management,
Prod/Ops, HR, Int'l, MIS

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$101,900	\$113,600	\$131,600	\$164,900	\$200,000
Associates	\$87,400	\$96,900	\$109,600	\$130,300	\$151,500
Assistants	\$82,800	\$91,100	\$102,500	\$121,300	\$136,100
Instructors	\$42,400	\$49,200	\$61,800	\$77,100	\$95,100

	Minimum	Q1	Mid	Q3	Maximum
Economics					
Professors	\$96,900	\$104,300	\$133,700	\$155,800	\$200,000
Associates	\$67,400	\$76,400	\$86,100	\$100,900	\$119,500
Assistants	\$66,700	\$73,700	\$81,400	\$95,800	\$111,300
Instructors	\$42,000	\$46,100	\$55,900	\$64,500	\$78,900

Engineering Faculty-9 Month

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$86,400	\$109,700	\$132,974	\$156,200	\$179,500
Associates	\$61,100	\$77,600	\$94,066	\$110,500	\$127,000
Assistants	\$52,300	\$66,400	\$80,465	\$94,500	\$108,600
Instructors	\$37,300	\$47,400	\$57,444	\$67,500	\$77,500

Law Faculty - 9 Month

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$137,800	\$146,700	\$167,500	\$190,500	\$212,100
Associates	\$104,200	\$112,600	\$117,700	\$124,400	\$132,100
Assistants	\$77,500	\$91,200	\$102,600	\$117,300	\$121,600
Instructors	N/A	N/A	N/A	N/A	N/A

Business Faculty - 12 Month

	Minimum	Q1	Mid	Q3	Maximum
Accounting – Finance					
Professors	\$123,249	\$140,035	\$165,800	\$224,400	\$275,500
Associates	\$113,561	\$124,877	\$151,900	\$177,200	\$217,300
Assistants	\$110,546	\$126,609	\$151,900	\$196,000	\$216,600
Instructors	\$56,882	\$66,440	\$78,500	\$101,800	\$128,800

Marketing, Management,
Prod/Ops, HR, Int'l, MIS

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$122,300	\$136,300	\$157,900	\$197,900	\$240,000
Associates	\$104,900	\$116,300	\$131,500	\$156,300	\$181,800
Assistants	\$99,400	\$109,300	\$123,000	\$145,500	\$163,400
Instructors	\$50,900	\$59,000	\$74,100	\$92,500	\$114,100

Economics

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$116,300	\$125,100	\$160,400	\$187,000	\$239,900
Associates	\$80,900	\$91,700	\$103,400	\$121,100	\$143,400
Assistants	\$80,000	\$88,400	\$97,700	\$115,000	\$133,500
Instructors	\$50,300	\$55,400	\$67,100	\$77,300	\$94,600

Dental Medicine Faculty
-12 month

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$118,200	\$150,050	\$181,900	\$213,750	\$245,600
Associates	\$91,400	\$116,000	\$140,600	\$165,200	\$189,800
Assistants	\$79,100	\$100,400	\$121,700	\$143,000	\$164,300
Instructors	N/A	N/A	N/A	N/A	N/A

Engineering Faculty
-12 Month

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$86,400	\$131,700	\$159,600	\$187,600	\$215,500
Associates	\$61,100	\$93,200	\$112,900	\$132,700	\$152,400
Assistants	\$52,300	\$79,700	\$96,600	\$113,500	\$130,400
Instructors	\$37,300	\$56,900	\$68,900	\$81,000	\$93,000

Law Faculty - 12 Month

	Minimum	Q1	Mid	Q3	Maximum
Professors	\$165,400	\$176,000	\$201,000	\$228,600	\$254,500
Associates	\$125,000	\$135,100	\$141,200	\$149,300	\$158,500
Assistants	\$93,000	\$109,400	\$123,100	\$140,800	\$145,900
Instructors	N/A	N/A	N/A	N/A	N/A

NOTE: For employees subject to the Employer - Paid Retirement Plan, the amounts shown will be reduced as provided by law.

UNIVERSITY OF NEVADA SCHOOL OF MEDICINE SALARY SCHEDULE, FY 2013-14 & FY 2014-15

The percentiles included in this salary schedule are the percentiles of the most recent Association of American Medical Colleges (AAMC) Medical School Faculty Compensation Schedule for the Western Region.

<u>RANK</u>	<u>TITLE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>Maximum</u>
IV	PROFESSOR	80percent of 25th Percentile	25th Percentile	Median	75th Percentile	120percent of 75th Percentile
III	ASSOCIATE PROFESSOR	80percent of 25th Percentile	25th Percentile	Median	75th Percentile	120percent of 75th Percentile
II	ASSISTANT PROFESSOR	80percent of 25th Percentile	25th Percentile	Median	75th Percentile	120percent of 75th Percentile
I	INSTRUCTOR	80percent of 25th Percentile	25th Percentile	Median	75th Percentile	120percent of 75th Percentile

ACADEMIC SALARY SCHEDULE - STATE COLLEGE FY 2013-14 & FY 2014-15

<u>RANK</u>	<u>TITLE</u>	<u>MINIMUM</u> <u>9 MONTHS</u> <u>12 MONTHS</u>	<u>Q1</u> <u>9 MONTHS</u> <u>12 MONTHS</u>	<u>MID</u> <u>9 MONTHS</u> <u>12 MONTHS</u>	<u>Q3</u> <u>9 MONTHS</u> <u>12 MONTHS</u>	<u>MAXIMUM</u> <u>9 MONTHS</u> <u>12 MONTHS</u>
IV	PROFESSOR	\$70,805	\$89,881	\$108,873	\$127,949	\$147,025
		\$84,966	\$107,790	\$130,698	\$153,522	\$176,429
III	ASSOCIATE PROFESSOR	\$47,981	\$60,892	\$73,804	\$86,715	\$99,627
		\$57,560	\$73,054	\$88,548	\$104,042	\$119,536
II	ASSISTANT PROFESSOR	\$41,650	\$52,896	\$64,141	\$75,387	\$86,549
		\$50,063	\$63,475	\$76,969	\$90,464	\$103,875
I	INSTRUCTOR	\$29,655	\$37,652	\$45,648	\$53,645	\$61,642
		\$35,652	\$45,232	\$54,811	\$64,391	\$73,970

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ACADEMIC SALARY SCHEDULE-COMMUNITY COLLEGES FY 2013-14 & FY 2014-15

Grade	Min	Q1	Median	Q3	Max
5	\$56,030	\$68,267	\$82,162	\$98,871	\$120,464
4	\$52,294	\$63,716	\$76,685	\$92,279	\$112,433
3	\$46,691	\$56,889	\$68,468	\$82,392	\$100,387
2	\$41,088	\$50,062	\$60,252	\$72,505	\$88,340
1	\$37,353	\$45,511	\$54,775	\$65,914	\$80,310

The methodology used to establish the community college academic salary schedule is the following. The community college academic salary schedule Grade 3 Median is a percentage of the overall university academic salary schedule median (currently 78% of the university overall median). The overall university median is an average of the midpoints of the four university rank ranges.

The median of each Grade on the community college academic salary schedule is the following:

- Grade 5 Median = 1.20 x Range 3 Median
- Grade 4 Median = 1.12 x Range 3 Median
- Grade 3 Median = Set by the formula above
- Grade 2 Median = 0.88 x Grade 3 Median
- Grade 1 Median = 0.80 x Grade 3 Median

The Min, Q1, Q3 and Max quartile values for each Grade on the community college academic salary schedule are:

- Max = Grade Median x 1.466178
- Q3 = Grade Median x 1.203361
- Median = Grade Median as set above
- Q1 = Grade Median x 0.830879
- Min = Grade Median x 0.681941

The above methodology (the percentage, median and quartile values) may be adjusted as part of the review and update of salary schedules under Title 4, Chapter 3, Section 34, and recognizes as a possible goal for future salary schedules to be indexed at the same percentage as the community college administrative faculty salary schedule.

(Added 6/05; A. 6/05, 11/05, 4/06, 7/06, 3/07, 8/07, 11/07, 3/08, 8/08, 6/09, 6/11, 11/12, 3/13)

Section 2. Community College Academic Salary Schedule

1. Grades

The grades on the salary schedule are “categories” that correspond to the faculty member’s academic preparation as follows:

Grade 1	Less than a bachelor's degree.
Grade 2	Bachelor's degree or associate's plus approved contact hours of occupationally related discipline ¹ , or associate's plus 60 upper level credit hours in an approved instructional field(s).
Grade 3	master's degree or a bachelor's degree plus approved contact hours of occupationally related discipline, or a Bachelor's degree plus 30 graduate credits in an approved instructional field(s).
Grade 4	master's degree with a minimum of 30 graduate credits in an approved instructional field(s), or equivalency or a bachelor's degree plus approved contact hours of occupationally related discipline, or a bachelor's degree plus 60 graduate credits or equivalency in an approved instructional field(s).
Grade 5	Earned doctorate. Equivalence can be approved by the president for a master's degree plus approved occupational contact hours or academic credits.

2. Initial Placement

- a. The determination of grade for the purposes of initial placement of a faculty member on the academic salary schedule shall be based upon education. New hires shall normally be placed at the minimum of the appropriate grade, unless the institution chooses to consider relevant experience up to a maximum of twenty-five percent above the minimum. The institution guidelines for evaluating relevant experience shall be in writing and publicly available. Each year of relevant experience (as determined by the institution) will equate to an additional 2.5 percent up to the maximum stated above.
 - b. Consideration will be given to authorizing a higher salary in order to attract an applicant with qualifications in areas pre-defined as difficult to recruit. Faculty senate and/or Human Resources shall submit recommendations to the president for designating difficult to recruit positions. The president shall review the recommendations, determine the positions that are to be designated difficult to recruit, and forward the same to the chancellor. Designating difficult to recruit positions will be reviewed on a yearly basis by the System and approved by the chancellor. The president will make the final determination on initial salary placement for those positions determined to be difficult to recruit.
3. Movement on the Schedule. Salary increases, as set forth below, may occur as a result of the Community College Professional Advancement Program, cost of living adjustments, merit awards, salary equity adjustments, award of tenure, or promotional/rank/benchmark advancement.
- a. Community College Professional Advancement Program. Advancement from grade to grade on the salary schedule is governed by the Community College Professional Advancement Program set forth in Section 3 below.

¹ Occupationally related discipline equivalency will be determined at each campus. The ratio of academic credit to contact hours will be 1:15.

- b. Cost of Living Adjustments (COLA). COLA is a Cost of Living Adjustment which may be funded by the Legislature. During years in which a COLA appropriation is provided, all academic faculty receive the same percentage COLA increase which is added to base salary.
- c. Merit Awards. Academic faculty shall be eligible to be considered for merit awards during fiscal years when a merit pool appropriation is provided. Each community college shall develop written policies and criteria by institution for the recommendation of merit awards. The written policies and criteria shall be drafted by the faculty senate and approved by the president, and shall be set forth in institutional bylaws. Until the adoption of institutional bylaws governing merit awards, faculty who has received a satisfactory evaluation, will be awarded an equal share of merit. Merit awards are added to base salary.
- d. Salary Equity Adjustments. Each institution shall adopt an Equity Salary Adjustment Plan agreed upon by the faculty senate and the president. The Plan must include but is not limited to the following:
 - 1. Providing for an initial and thereafter, biannual review of the salaries of academic faculty to determine whether a faculty member's salary is appropriate as compared to the salaries of other faculty at the institution based upon years of experience and educational attainment.
 - 2. Identify institutional resources to fund equity adjustments.
 - 3. Providing for appropriate adjustment of salaries which may be phased-in incrementally depending on funding resources.
 - 4. The salary equity study may be performed by institution personnel or the institution may hire an outside consultant as agreed upon by the president and the faculty senate.
 - 5. The results of an equity study shall be provided to the faculty senate.
 - 6. A faculty member may request an equity review of his or her salary.
 - 7. Reporting annually to the Board of Regents regarding the progress made in implementing salary equity adjustments identified in an equity study.
- e. Award of Tenure. Upon the award of tenure, an academic faculty member shall receive a minimum 2.5 percent increase in salary, which is added to the base salary. An institution may provide for a higher salary increase upon award of tenure in accordance with a written policy drafted by the president in consultation with the faculty senate.
- f. Promotional, Rank or Benchmark Advancement. In the institutional bylaws, by agreement of the president and the faculty senate, an institution may adopt other policies setting forth criteria and procedures for additional advancement within a salary grade range. The policies may include, but are not necessarily limited to criteria and procedures for promotional or rank advancement, or salary benchmarks within the grade ranges.

4. Other Salary Considerations

- a. All individuals employed on administrative faculty contracts that are eligible to receive legislatively appropriated merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.
- b. All individuals employed on non-tenure track, Range 0 contracts that are eligible to receive legislatively appropriate merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.
- c. Academic faculty who are required to work under calendar year contracts versus academic year contracts will negotiate additional salaries in view of their respective responsibilities and number of working days compared to the working days under an academic year contract. The factor used can vary, but will not fall below 1.2. Contracts falling between a B contract and an A contract will be developed in a similar fashion.

(B/R 3/02; Added 6/05; A. 11/05, 11/06, 3/08, 3/13)

Section 3. Community College Professional Advancement Program

A. PROGRAM OUTLINE

1. Professional Advancement Approval Process for Credit Courses/Programs

- a. Courses/programs, etc. may be used for professional advancement only with prior written administrative approval as stated in Title 4, Chapter 3.
- b. The process for approval will be developed at each institution with faculty senate input. The final decision rests with the president.
- c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the president.

2. Degree Programs

- a. The academic faculty member wishing to advance on the salary schedule by completing a bachelor's, master's or doctorate degree (grades 2, 3, 4 and 5) must submit a written formal request.
- b. Upon appropriate vice presidential/dean approval, a formal professional advancement agreement will be written. The program must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate vice president/dean and the faculty member sign the agreement.

- c. Upon successful completion of the degree program, the faculty member must submit official verification to his/her official personnel file. In the event the degree program is not completed in the anticipated time frame, the faculty member will notify the appropriate body in writing prior to the anticipated date of completion. A review of completed work will be made by the appropriate body for consideration of movement on the schedule. Grade movement will not occur without the approval of the president.

3. Credit Course Work

- a. The academic faculty member wishing to move across the grades by completing credit course work must comply with the provisions of the Board of Regents' policy. That is, grade 2 requires upper level/division undergraduate credit hours, grade 3 and 4 require graduate credits. The faculty member must submit a written formal request to the appropriate body. The appropriate body will forward the recommendation to the appropriate vice president/dean. The appropriate vice president/dean will notify the faculty member of approval/non-approval within 20 working days from receipt of the application.
- b. Upon successful completion of the agreed upon course work, the faculty member must submit official grade verification to the faculty member's official personnel file. The faculty member will not be eligible for grade movement until all requirements for advancement have been met. When the approved courses total the credits required for advancement, the faculty member must notify the human resources director.

4. Professional Advancement Approval Process for Occupationally-Related Courses

- a. The academic faculty member wishing to take individual contact hour courses for advancement across the grades on the salary schedule must submit a written formal request to the appropriate body who will forward the recommendation to the appropriate vice president/dean or designee²These courses could include, but are not limited to, continuing education courses in a specific discipline and specialized workshops or institutes in which contact hours rather than credits are used to grant recognition for successful completion.
- b. Due to the manner in which some occupationally-related courses are offered, the faculty member may only have a few days or weeks between notification of offering and actual registration. Therefore, every effort must be made by all parties involved to complete this process prior to the due date for registration. When the approved courses reach the contact hours required for advancement, the faculty member must notify the human resources director in writing of that fact.
- c. Upon successful completion of the courses, the faculty member must submit official verification to his/her official personnel file. The faculty member will not be eligible for grade movement until all requirements for advancement have been met.

² Designee means someone appointed by the appropriate vice president/dean only in his/her absence.

5. Approvals for degree programs, credit courses, continuing education and occupational courses will be filed in the faculty member's official personnel file.

B. PROGRAM STANDARDS/DEFINITION OF TERMS

1. Education Standards

For degree programs and credit courses, the degree/credit must be awarded by regionally accredited institutions. Non-degree (non-credit or continuing education) courses will be awarded equivalency based upon accepted industrial and/or professional standards.

2. Relevance

The program or courses must either be relevant to the academic faculty member's discipline or enhance teaching/counseling/professional skills, or provide benefit or advancement.

3. Equivalency

For purposes of this document, all academic courses will be equated to a sixteen-week semester. Courses taken in quarter or trimester credits will be adjusted to this standard. Degree programs will stand on their own as approved by accrediting institutions. That is, a master's degree will transfer as a master's degree regardless of the institutional differences in semester vs. quarters.

4. Occupationally-Related Courses

Occupationally-related courses are those courses that relate to the faculty's primary duties, e.g. courses taught, services provided, etc.

5. Official Verification

Official verification shall include, but not be limited to: diplomas, transcripts, certificates, or letters from sponsoring agencies.

6. Professional Degrees

A professional degree itself does not apply toward movement on the salary schedule. It is recognized that some occupational areas have specific degrees that may be equivalent to the degree qualifications set forth above. This list includes, but is not limited to, the following: MD, DDS and JD. The number of graduate hours in the curriculum will be equated to the standard master's, etc. degrees.

For example, a JD, MD and DDS would be the equivalent of three to four years of graduate school, and should therefore be considered as the fifth grade of professional advancement. Two master's' degrees, however, would not be the equivalent of a fifth grade of movement, but would qualify for a fourth grade movement, if approved.

This explanation does not mean automatic approval of such professional degrees, only an explanation of the existence of these occupational areas.

C. PROGRAM STANDARDS

The professional advancement program may be, except where otherwise noted, any combination of the following categories or programs:

1. Degree Program/Credit Courses

- a. The credit awarded for completion of a degree program will be limited to only the degree awarded to the individual. All programs/courses must be offered by regionally accredited institutions.
- b. Movement from one grade to another beyond grade two must be accomplished in blocks of 30 or 60 credits as appropriate. Movement to:

Grade 2	Bachelor's or associate's plus 60 upper level undergraduate credits.
Grade 3	master's or bachelor's plus 30 graduate credits
Grade 4	master's plus 30 graduate credits or equivalent ³ or bachelor's plus 60 graduate credits or equivalent.
Grade 5	Earned doctorate

2. Non-Credit/Contact Hours Course Training

a. Continuing Education

1. The equivalency for continuing education is 1:15. For every fifteen hours of continuing education, one unit of credit will be awarded. Continuing education can be in the form of workshops, institutes or other recognized educational programs.
2. All courses/workshops must meet national standards for occupational areas. Movement from one grade to another beyond grade two must be accomplished in blocks of 450 or 900 contact hours. Movement to:

Grade 2	Associate's plus 900 contact hours
Grade 3	Bachelor's plus 450 contact hours
Grade 4	Bachelor's plus 900 contact hours. Master's plus 450 contact hours.
Grade 5	Special permission of president. ⁴

³ Equivalency will be determined by the appropriate body.

⁴ Equivalence can be approved by the president for a master's degree plus approved occupational contact hours or academic credits.

b. On-the-Job Work Experience

On-the-Job work experience with pay will be 1:75. For every 75 hours of internship, one unit of credit will be awarded. Faculty entering into such experience must follow the same requirements and program as established by the college with students within the college's cooperative education program. All hours of On-the-Job Work experience must be certified by an outside agency/employer.

c. Internships

1. On-the-job work experience without pay will be 1:75. For every 75 hours of internship, one unit of credit will be awarded. All hours of internship experience must be certified by the outside agency/employer. The internship experience for the faculty member must follow the same standards and requirements established for the On-the-Job Work Experience Program.

2. Movement from one grade to another beyond grade two must be accomplished in blocks of 2250 or 4500 contact hours as appropriate. Movement to:

Grade 2	Associate's plus 4500 contact hours.
Grade 3	Bachelor's plus 2250 contact hours.
Grade 4	Bachelor's plus 4500 contact hours. Master's plus 2250 contact hours.
Grade 5	Special permission of president.

D. APPEALS PROCESS

In the event the faculty member's application for professional advancement is denied, the decision can be appealed. The appeal will be submitted to the faculty senate chair, who will forward the appeal to the appropriate committee. The committee will review and recommend to the faculty senate chair its approval or non-approval of the appeal. The faculty senate chair will carry the committee recommendation to the appropriate vice president/dean. If the appeal is denied by the vice president/dean, college grievance procedures can be utilized.
(B/R 3/02; Added 6/05, 3/13)

Section 4. Merit Procedures for Community College Faculty at the Top of Their Salary Range (formerly CM 96-2)

All faculty should be eligible for consideration for legislatively approved increases in salary earned through meritorious performance. Consideration should be based upon performance evaluation. An addition to the Board of Regents policy governing community college faculty salary schedule implementation was approved by the Board of Regents November 14-15, 1996. The policy allows for merit consideration for faculty who are at the top of their salary range.

The processes in support of the Board's policy are listed below:

- Performance evaluation should demonstrate exceptional, not merely satisfactory, performance for the period in question; and

- Identification of recipients should be highly selective, but it should not be based upon a quota (proportion of eligible recipients), nor should recipients be rotated among those eligible;
 - The pool of funds from which these awards will be made is generated by the eligible faculty at the top of the ranges; making these awards cannot adversely affect the total of merit awards made to other faculty;
 - The criteria for selection and process for implementation will be developed on each campus by the president in consultation with the campus faculty senate;
 - The process will be directed and administered by the campus president;
 - The president will be responsible for reporting annually to the chancellor the merit increases in salary awarded to faculty at or above the salary plan ranges.
- (Added 6/05; A. 3/13)

Section 5. Summer Term Salary Schedules

1. University of Nevada, Las Vegas

UNLV Faculty

Professor	\$2,675 per credit hour
Associate	\$2,536
Assistant	\$2,394
Instructor	\$2,114

Visiting Faculty

Professor	\$2,536 per credit hour
Associate	\$2,255
Assistant	\$1,975
Lecturer	\$923 – 1,908
Lab Assistant	\$1,529

Professor Emeritus: rate depends upon rank at time of retirement.

Pay per credit hour of individual instruction is \$93.00 for undergraduate courses and \$127.00 for graduate courses.

Instructional salaries for Summer Term are restricted to one of the following:

- A. Full per-credit-hour salary as stated in Salary Schedule above. The per-credit-hour salary is the maximum allowable.
- B. A lower amount (prorated to enrollment) when necessitated by low enrollment and when agreed to by the instructor. The pro-rated salary is based on an established formula (salary plus fringe benefits divided by breakeven number for applicable rank).
- C. Individual instruction pay per-credit-hour as stated in Salary Schedule above.

2. University of Nevada, Reno

- a. The following salary schedule applies to classes taught on or off-campus during the inclusive dates of summer session.

Resident Faculty

Professor	\$2,390 per credit hour
Associate Professor	\$2,170
Assistant Professor	\$2,040
Lecturer	\$1,815 – 2,390
Teaching/Graduate Assistant	\$1,595

Visiting Faculty

Professor	\$2,025 per credit hour
Associate Professor	\$1,860
Assistant Professor	\$1,690
Lecturer	\$1,570 – 2,025

The per-credit hour salary is the maximum allowable. A lower amount (prorated to enrollment) when necessitated by low enrollment is permitted when agreed to by the instructor.

- b. Six credits is considered a full-time teaching load during the Summer Session.
- c. Faculty teaching recreation, physical education and dance classes, or catalog-identified internship classes, will receive as salary 80 percent of the net fees generated by enrollments in these classes but capped by the amounts indicated in 2.a. above. Net fee is defined as the prevailing tuition minus the consolidated fee for student union, student health, and student activities.

3. Nevada State College, Henderson

Nevada State College has a temporary summer term salary schedule in place until a permanent policy is approved. Tenure track B-contract faculty and lecturers teaching in the summer term will be paid \$1,440 per credit hour. Adjunct instructors teaching in the summer term will be paid \$840 per credit hour. The per-credit-hour salary for B-contract faculty and the lecturers is the maximum allowable. A lower amount is permitted when necessitated by low enrollment and when agreed to by the faculty, lecturer, or instructor.

4. College of Southern Nevada

- a. For B and B+ contract teaching faculty:
(Note: Pro-rate pay = .01875 times base pay per IU)
1. Class size of 17 or greater will result in full pro-rata pay or \$836/IU whichever is more.
 2. Class size of 14 – 16 will result in an option to teach at \$836/IU. (\$836/IU is the special incentive rate)
 3. For classes with approved limited class size below 17, pro-rate pay is awarded for enrollment equal to or greater than approved class size.

4. For classes with limited enrollments, \$836/IU will be awarded with one less than capacity.
 5. The minimum class size is 14, unless on the approved list based on space, equipment, etc.
 6. Individualized instruction per student pay may be negotiated by the faculty member. The calculation will be $.075 \times \# \text{ of credits} \times \# \text{ of students} = \text{IU}$. $\text{IU} \times \$825 = \text{pay}$.
 7. No full-time faculty member can teach more than 9 IUs in the summer unless special permission is granted by the academic vice president.
- b. For A contract faculty:
Faculty on a year around "A" contract cannot receive compensation for teaching in the summer.
- c. For part-time instructors:
1. Minimum class size is 14 and the rate of pay is \$825/IU.
 2. For limited capacity sections, the minimum class size must be no lower than one less than approved capacity.
 3. Part-time faculty can teach nine IU regardless of the number of preps.

There will be no exception to the above class enrollment policy, and classes that do not meet the minimum number will be canceled.

5. Great Basin College

- a. The salary for a summer session course shall be 75 percent of the revenue generated from registration fees, not to exceed \$1200 per credit.
- b. Faculty may teach up to nine credits in summer school. Additional credits may be taught under extenuating circumstances when recommended by the department chair and with the approval of the responsible dean and/or the vice president for academic affairs.

6. Truckee Meadows Community College

- a. Faculty who teach in Summer school and are on a "B" contract during the academic year will be paid 1.875 percent of their base contract amount from the TMCC salary scale per credit hour. The per-credit amount cannot exceed the Step 30 amount for faculty member's range nor be below the part-time faculty rate.
- b. Faculty who are part-time during the academic year will be paid for summer teaching on a per-credit basis according to the same rate used during the Spring semester of that academic year.
- c. Should enrollment in an instructor's Summer classes fail to produce the revenues necessary to hold all of their classes or cover the instructor's salary for all of their classes, the president or designee may, in lieu of cancelation, negotiate and establish a mutually agreeable rate less than the maximum provided above for each instructor.
- d. Faculty may teach nine credits in Summer school. Additional credits may be taught under extenuating circumstances when recommended by the department chair and with the approval of the dean and the vice president of academic affairs and student services. Compensation above the maximum or full load will be compensated at the part-time faculty rate only.

- e. Faculty who are on an “A” contract during the academic year will be considered as teaching an overload and be compensated at the part-time rate unless their contract specifically requires a Summer school load in which case they will not receive an additional stipend.

7. Western Nevada College

- a. The salary for a Summer session course shall be 75 percent of the revenue generated from registration fees, not to exceed \$1,200 per credit.
- b. Faculty may teach nine IUs in the Summer session. Additional credits may be taught under extenuating circumstances when recommended by the academic director and with the approval of the vice president of academic and student affairs.

(B/R 1/94, 1/98, 1/02, 4/02, 1/04, 2/05; Added 6/05; A. 8/05, 7/06, 11/06, 2/07, 3/07, 3/08, 4/09, 3/10, 3/11, 11/12, 9/13, 12/13, 1/15, 9/16)

Section 6. Part-Time Salary Schedules

The following schedule provides salary targets for NSHE institutions to reach as funding permits.

Type of Institution	Per-Credit Target
Universities	\$1,130
State College	\$1,074
Community Colleges	\$1,017

- 2. The salary schedule is derived from a formula calculation based upon a percentage of the entry-level semester salary for a university instructor on a nine-month contract, as described below.

Base Formula:

$$\begin{aligned}
 &\text{Annual entry-level University Instructor salary divided by 2} \\
 &\times \text{Percent of semester salary based on 16-unit workload (6.25)} \\
 &= \text{Per credit target}
 \end{aligned}$$

The schedule will automatically increase with any cost-of-living adjustment provided to professional employees.

*Target amounts are based on FY 08-09. No adjustment made in FY 13.

- 3. The salaries for temporary part-time faculty at the state college shall be calculated at 95 percent of the university target. The salaries for temporary part-time faculty at the community colleges shall be calculated at 90 percent of the university target.
(B/R 10/03; Added 6/05; A. 7/06, 12/07, 3/08, 3/13)

Section 7. Compensated Outside Services/Entrepreneurial Activities

In accordance with Board policy, outside professional services, scholarly services, or entrepreneurial activities by NSHE faculty members within their subject matter field and for compensation is recognized as a legitimate activity unless specifically prohibited by the employee's contract. Annually, each institution shall report aggregated information on the professional, scholarly and entrepreneurial activities engaged in by the institution's respective faculty using the form prescribed by the chancellor that is included in the Forms Appendix of this *Procedures and Guidelines Manual*.

(Added 4/11)

Section 8. Temporary Unpaid Leave (Expires June 30, 2015)

1. Temporary Unpaid Leave. Temporarily require six days per year of unpaid leave per 1.0 FTE for NSHE employees and a corresponding 2.3 percent salary reduction for FY 2014 and FY 2015. For contracts of less than 1.0 FTE, such leave shall be prorated accordingly. Letter of appointment instructors, temporary part-time faculty, residents, and graduate assistants shall not be subject to this furlough requirement. Unpaid leave required by this section is final and not subject to appeal, grievance or reconsideration. The Board shall protect base compensation and benefits for this salary reduction for professional employees. Faculty funded at least 90 percent through external grants and contracts may be excluded from this unpaid leave requirement for the period that such external support continues in FY 2014 and FY 2015, if the resulting salary increase can be paid for by the faculty member's external grants and contracts.
2. Exemptions. Multi-year contracts shall be exempt from the provisions of Subsection 1 if the Chancellor's Office determines there will be an impairment of the contract by implementing the unpaid leave requirement. In addition, the clinical component of University of Nevada School of Medicine salaries shall likewise be exempt from Subsection 1 (and any corresponding salary reduction) due to impairment of contracts with the practice plans.
3. Notice. This section, as approved by the Board, shall constitute constructive notice to all faculty and no individual notice to any faculty member shall be required hereunder to implement the foregoing.
4. Expiration. This section expires by limitation on June 30, 2015.
(Added 6/11; A. 9/11, 6/13)