

## 2023-24 Faculty Compensation Plan

### FINANCE AND RESOURCE MANAGEMENT COMMITTEE

May 16, 2023

As the university develops the annual Faculty Compensation Plan, it continues to use the parameters provided in the “Consolidated Salary Authorization for Faculty Positions in Institutions of Higher Education” document issued by the Secretary of Education several years ago. This document defines the qualification criteria for faculty, provides guidance on the compensation process for faculty, and requires board approval.

In accordance with the most recent Consolidated Salary Authorization, the 2023-24 Faculty Compensation Plan provides information about (1) the 2023-24 pay structure, (2) the promotion and tenure process, (3) the annual evaluation and salary adjustment process for teaching and research faculty and administrative and professional faculty, and (4) salary adjustments within the evaluation period.

This faculty compensation plan covers only faculty positions. The compensation plan for staff is administered separately by the university administration in accordance with the Board of Visitors’ approval of the university’s Management Agreement, effective July 1, 2006, as well as guidance from the commonwealth and the state Department of Human Resource Management.

#### **Authorized Salary Average**

The Authorized Salary Average applies to all full-time teaching and research positions with the rank of professor, associate professor, assistant professor, instructor, or lecturer that are engaged in teaching and research for 50 percent or more of the time. As noted in the Consolidated Salary Authorization document, “Institutions are expected to award differential salary increases to their faculty based on performance and other circumstances such as promotions, tenure, and changes in responsibility. The net effect of all salary actions should be an average salary that approximates the state authorized salary average.”

The commonwealth measures the adequacy of faculty salaries by comparing the authorized salary average with the average of a unique benchmark group for each public college and university. The benchmark groups are constructed by matching characteristics of colleges and universities, such as size of the student body, percentage of degrees granted in various disciplines, percentage of graduate degrees conferred, and research activity levels. These comparisons are utilized by the commonwealth for policy and funding purposes. In addition, the university compares the actual salary average with competitive peer averages as part of the university’s strategic plan.

## Virginia Tech Actual Salary Average and Benchmark Ranking

For Fall 2022, Virginia Tech's Actual Salary Average was \$115,498. This overall average was 4.6% more than the Fall 2021 salary average. Within this overall average:

- **Continuing faculty:** 1,683 T&R faculty were a part of both the Fall 2021 and Fall 2022 averages and had an average salary of \$118,490, an increase of 6.6% over the prior year.
- **Departing faculty:** 221 T&R faculty who were a part of the Fall 2021 average did not subsequently appear in the Fall 2022 average and had an average salary of \$104,824.
- **New faculty:** 256 T&R faculty were a part of the Fall 2022 average who were not included in the Fall 2021 average and had an average salary of \$95,830.

For strategic planning purposes, the university has established a goal metric of reaching the 50<sup>th</sup> percentile of the Top 20 Land Grant universities in the nation as ranked by the Wall Street Journal/Times Higher Education World University Rankings. The university's actual salary average as compared to the Top 20 Land Grant group can be seen in the table below. Fall 2022 peer salary data is not yet available. The university's competitive positioning among this group for Fall 2022 will be computed once the Integrated Postsecondary Education Data System (IPEDS) data becomes available.

	<u>Fall 2021</u>	<u>Fall 2022*</u>	<u>Change</u>
<u>Top 20 Land Grant Group</u>			
50 <sup>th</sup> percentile (excl. VT)	\$114,721	N/A	-
VT Average Salary	\$110,447	\$115,498	4.6%
VT Rank	14 of 20	N/A	-
VT Percentile	33 <sup>rd</sup>	N/A	-

*\*IPEDS peer salary data for Fall 2022 is not yet available.*

Attachment A provides a list of the university's peer group and the comparative salary averages for Fall 2021.

## 2023-24 Pay Structure

In accordance with the intent of the Consolidated Salary Authorization, a pay structure for the teaching and research faculty for 2023-24 is presented in Attachment B. This plan is derived from the 2022-23 approved plan and incorporates the estimated impact of the planned merit program on entrance rates for 2023-24. The attachment also displays the normal entrance rate for each faculty category along with the change from the approved compensation rate for each rank, along with the distribution of faculty across the ranks.

The salary average for administrative and professional faculty may not exceed the authorized salary average for the teaching and research faculty by more than 35 percent.

## **Promotion, Tenure, and Continued Appointment**

Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments in an appropriate combination of learning, discovery, and engagement. A current curriculum vitae together with student and peer evaluations of teaching, reprints of publications, evaluations by external reviewers from the same or a related field, and other similar documents comprise a dossier which furnishes the principal basis for promotion and tenure decisions. Faculty members being considered for either promotion or the awarding of tenure will have their dossiers reviewed at three levels: by a departmental committee and the head or chair; by a college committee and the dean; and by a university committee and the Provost. Each candidate for promotion or tenure will be evaluated in the light of the tripartite mission of the university: learning, discovery, and engagement. Although not all candidates can be expected to have equal levels of commitment or equal responsibilities in each of these missions, a high level of general competence is expected in recognition of the need for flexibility in the future establishment of priorities in academic programs. Beyond that basic foundation of competence, decisions related to tenure or promotion to associate professor will require evidence of excellence in at least one area.

The university's mission and commitment as a major research institution require high accomplishment for promotion to professor. Faculty members must demonstrate a high level of competence in an appropriate combination of instruction, outreach, and professional activities relevant to their assignment. Because of the university's mission and commitment as a major research institution, successful candidates for the rank of professor must demonstrate excellence in research, scholarship, or creative achievement, as appropriate for the candidate's discipline and assignment. Promotion to the rank of professor is contingent upon national or international recognition as an outstanding scholar and educator.

In addition to the rank promotions within the faculty categories described below, faculty may be promoted to ranks within other faculty categories, as appropriate (for example, an Instructor may be promoted to a rank within the Professor of Practice or Collegiate Faculty categories).

The Faculty Handbook provides detailed policies and procedures for the departmental evaluation, the college evaluation, and the university evaluation.

Members of the Library faculty and Cooperative Extension faculty not holding appointments in a collegiate department may be considered for continued appointment or for promotion in faculty rank in recognition of appropriate professional accomplishments. Candidates for promotion or continued appointment will be reviewed at two levels: first by the University Libraries or Extension promotion and continued appointment committee and Dean of University Libraries or Director of Virginia Cooperative Extension, and second by the University Promotion and Continued Appointment Committee and the Provost.

The following raises are recommended for promotions to:

Professor	\$7,000
Associate Professor	5,000
Assistant Professor	3,000

For academic-year faculty members who have Research Extended Appointments (10-, 11-, or 12-month appointments funded by sponsored projects) with salaries adjusted in accordance with formulas in Policy 6200 - Policy on Research Extended Appointments, or for those who have a limited-term appointment as department head or other administrator, the stipend is adjusted by the same conversion rate to preserve its value when the faculty member returns to the academic-year base appointment.

### Clinical Faculty

The clinical faculty track provides for long-term, full-time or part-time faculty appointments to individuals whose primary responsibilities are instruction and/or service in a clinical setting, such as veterinary medicine. Tenure cannot be earned in these ranks, and time spent in one of these ranks is not applicable toward probationary tenure-track faculty service. There are four non-tenure-track clinical ranks beginning with Clinical Instructor. Those clinical faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Clinical Professor	\$7,000
Clinical Associate Professor	5,000
Clinical Assistant Professor	3,000

### Collegiate Faculty

The collegiate professor series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track collegiate professor ranks, beginning with Collegiate Assistant Professor. Tenure will not be awarded at any of these ranks and service at these ranks is excluded from the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. Collegiate faculty members with a record of significant scholarly and/or professional achievement may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Collegiate Professor	\$7,000
Collegiate Associate Professor	5,000
Collegiate Assistant Professor	3,000

Professor of Practice

The professor of practice series provides for short- or long-term, full- or part-time, non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the university, thereby complementing the qualifications and contributions of tenure-track faculty. There are three non-tenure-track professor of practice ranks, beginning with Assistant Professor of Practice. Tenure will not be awarded at any of these ranks and all service at one of these ranks will be excluded from the probationary period should the faculty member later be appointed to a tenure-track position. Professor of practice faculty members with a record of outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

Professor of Practice	\$7,000
Associate Professor of Practice	5,000
Assistant Professor of Practice	3,000

Instructors

The instructor track provides for full- and part-time appointments to individuals whose primary responsibilities are to the undergraduate instructional program. Tenure will not be awarded at any of these ranks and all service at any instructor rank will be excluded from the probationary period should the faculty member later be appointed to a tenure track position. There are three ranks in the series: Instructor, Advanced Instructor, and Senior Instructor. Those faculty members with outstanding performance may be considered for promotion in rank by the relevant departmental and college promotion and tenure committees, with administrative approval by the Provost.

The following raises are recommended for promotions to:

Senior Instructor	\$5,000
Advanced Instructor	3,000

Extension Agents

There are three ranks for extension agents: Associate Extension Agent, Extension Agent, and Senior Extension Agent. Criteria for promotion in rank include educational preparation, performance, and professionalism. The Director of Cooperative Extension makes a recommendation to the Provost based on an evaluation of the candidate's dossier and recommendations of the Peer Review Committees, District Director, and Associate Directors of Cooperative Extension.

The following raises are recommended for promotions within Cooperative Extension:

Senior Extension Agent	\$5,000
Extension Agent	3,000

## Virginia Tech Carilion School of Medicine Faculty

Faculty members of the Virginia Tech Carilion School of Medicine are of two types: faculty employed by the university or faculty employed by affiliate entities (in most cases Carilion Clinic). At all times, regardless of employer, faculty members providing instruction, academic support, or performing academic duties or roles as a Virginia Tech Carilion School of Medicine faculty member are governed by Virginia Tech's policies and procedures. In the Virginia Tech Carilion School of Medicine, tenure-to-title is granted at the discretion of the school without any right to, interest in, or expectation of any compensation or guarantee for compensation or future employment and is granted only in the Virginia Tech Carilion School of Medicine to individuals who are not employed by Virginia Tech. Tenure-to-title is recognition of a faculty member's significant accomplishments in teaching, clinical care (if relevant), scholarship, and service to the school.

The tenure-to-title and/or promotion in rank dossier is reviewed at three levels: (1) by an appropriately charged departmental committee and the department head or chair, (2) by an appropriately charged college-level committee and the dean, (3) and by the Provost. The department head or chair and dean make separate recommendations to the subsequent review levels. The Provost reviews college and dean recommendations and makes recommendations to the President. The Board of Visitors grants final approval.

## **Annual Evaluation and Salary Adjustments**

### Teaching and Research Faculty

An evaluation of every faculty member's professional performance is held each year. All persons holding non-temporary faculty appointments are asked to prepare a report at the end of each academic year (or other appropriate 12-month period) citing their instructional activities, creative scholarship, and other professional activities and recognitions during the year. Salary recommendations are based upon performance documented in these annual reports, which are reviewed by departmental personnel committees in some cases, by the department head or chair, and the dean.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the department head or chair and are reviewed by the dean. The dean then provides the salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

### Administrative and Professional Faculty

Administrative and Professional Faculty are comprised of Senior Administrators and Managers and Professionals. Senior Administrators perform work directly related to management of the educational and general activities of the institution at least 50 percent or more of their contractual time, and typically serve in executive leadership roles such as vice president, dean, director, and assistant or associate vice president or dean.

Managers have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program. Professionals provide direct service to students, other university constituencies, or clients external to the university as part of the university's missions of learning, discovery, and engagement. Professionals include, but are not limited to, extension agents, librarians, coaches, physicians, lawyers, engineers, architects, student or academic affairs professionals, development officers, specialists in public relations, human resources, information technology, and finance.

Evaluations are based upon standards set by the supervisor with the participation of the faculty member and relate closely to the duties inherent in the functional title and job description of the position. Annually set expectations become one of the important criteria for judging professional job performance in the subsequent year. In addition to maintaining a high level of performance in carrying out their job-related duties and responsibilities, senior administrators, managers, and professionals are expected to participate in and provide leadership of departmental, divisional, or university-wide committees, special university-wide assignments, or similar activity on behalf of important university priorities.

Salary adjustments are based on merit; they are not automatic. Recommendations for salary adjustments originate with the supervisor and are reviewed as appropriate by the department head, dean, and vice president. The dean or vice president provides salary adjustment recommendations for review by university leadership prior to submission to the Board of Visitors.

### Research Faculty

Research faculty are those with the titles of research associate, senior research associate, postdoctoral associate, research scientist, senior research scientist, research assistant professor, research associate professor, research professor, project associate, senior project associate, or project director. Research faculty appointments are intended to promote and expedite the research activities of the university. Tenure cannot be earned in these ranks and service is not applicable toward probationary faculty service.

Each research faculty member is evaluated and given a merit adjustment on the same schedule for evaluations and raise recommendations as the other faculty groups. Salary adjustments are based on merit; they are not automatic. An annual performance review by the principal investigator and/or department head becomes part of the basis for salary adjustments. Recommendations for salary adjustments originate with the supervisor (usually the principal investigator or the department head or chair) and are reviewed, as appropriate, by the department head or chair, dean, and vice president for research and innovation. At the university level, the dean or vice president reviews the salary adjustment recommendations at a formal salary hearing with the President, the Provost, the Chief Business Officer, and others as needed.

## **Other Salary Adjustments**

Faculty salary adjustments are normally reviewed and approved by the Board of Visitors in two phases: adjustments for promotion are recommended at the June meeting and adjustments based on performance are recommended at the fall meeting unless the process aligns better with another BOV meeting date.

In addition to this process, it is sometimes necessary to adjust the salaries of specific faculty members at other times during the fiscal year. These adjustments are primarily for changes in duties and responsibilities, special temporary assignments, retention or other exceptional needs, and faculty selected for a different position as part of a search. Adjustments on the anniversary date of appointment for a restricted faculty member may also be approved in lieu of the normal merit process.

To recognize continued educational attainment, faculty members may receive a base salary adjustment of up to \$3,000 for completion of the doctorate effective upon official certification by the degree-granting institution that all requirements have been met for award of the degree.

The President, Provost, and Chief Business Officer are authorized to administer the faculty compensation plan during the year and act upon requests for salary adjustments. The President has issued a set of guidelines establishing the parameters for approval of special salary adjustments. By a separate resolution, the Board has delegated authority to the President, or designee, for approval of changes in employment status that do not involve any salary action, salary adjustments made in accordance with existing policies and standard formulas, off-cycle salary adjustments for individuals with an adjusted base salary less than \$125,000 and with an adjustment of less than 20 percent, new appointments and salary adjustments for faculty members on restricted contracts, and new appointments of non-tenure track instructional faculty or administrative and professional faculty below the level of senior administrator and their direct reports. The quarterly Personnel Changes Report will reflect those actions of strategic importance to the institution as identified in the resolution.

## **Faculty Research Incentive Plan**

During 2011-12, a university workgroup developed a university savings program by incentivizing faculty research activities. This effort resulted in the Board's creation of a Faculty Research Incentive Program (FRIP) that has similarities to programs at peer institutions. This plan was implemented in 2012-13 and will be continued in 2023-24.

The goal of the FRIP is to provide an incentive for principal or co-principal investigators to secure additional competitively awarded, externally sponsored activities. Through the leveraging of appropriately charged time to competitive grants and contracts, research time that is funded by departments or colleges can be reduced, resulting in salary savings that can be used to both support the incentive program as well as to support academic initiatives.



One-time research incentive payments are made from department or college salary savings and are based on a minimum savings threshold that is applied equitably within departments or colleges. Faculty must apply in advance to be considered for the program. Research incentive payments must be approved by the department head or chair, the dean, and the vice president for research and innovation (or the appropriate administrators based on reporting structure); all disapprovals must also be reviewed by each management level. When salary savings result in a reduction in faculty assignments, those salary savings are excluded from the program.

### **Update on 2022-23 Faculty Compensation Plan**

Based on the biennial budget approved by the General Assembly, a five percent faculty salary increase, effective June 10, 2023, has been planned. The university traditionally implements such state increases differentially on the basis of merit. In anticipation of this program's effective date, merit recommendations were developed during the spring of 2023, consistent with the proposed 2022-23 Faculty Compensation Plan. Results of this process are being shared with the Board in a separate resolution. Implementation of this increase is subject to Board approval.

### **2023-24 Compensation Actions**

To maintain and improve upon the university's standing relative to the 50<sup>th</sup> percentile of the Top 20 Land Grant peers, the higher levels of competing offers offered to key faculty, and to minimize the high cost of turnover, the university will continue to explore opportunities to improve the competitiveness of Virginia Tech faculty compensation.

The university may also elect to create a supplemental pool to achieve certain targeted salary compensation or retention needs. For example, in some years the university has worked to address issues such as salary compression and equity needs. For 2023-24, such changes may result from one or more of the following processes:

- The university establishes a special pool of funds to address salary inequity and retention issues for specific faculty, such as national distinction. The funding will only be used to make adjustments based on evaluations of specific circumstances surrounding individual faculty members. As such, these adjustments would not be available to all faculty members and may occur at any time during the year, subject to approval by the Board.

The President may use a special pool of funds to adjust individual salary recommendations made by the vice presidents and deans when he determines that a different adjustment is warranted.

### **RECOMMENDATION:**

That the proposed 2023-24 Faculty Compensation Plan be approved.

June 6, 2023

## Attachment A

## VIRGINIA TECH

## Peer Salary Benchmarking

Fall 2021

## Top 20 Land Grants Ranked in THE 2022 World Ranking\*

<u>Institution</u>	<u>Average Salary</u> <sup>(1)</sup>	<u>Rank</u>
University of California-Davis	\$143,378	1
University of Maryland-College Park	125,230	2
University of Wisconsin Madison	123,803	3
University of Delaware	121,094	4
Ohio State University – Main Campus	119,968	5
University of Illinois at Urbana-Champaign	117,842	6
Texas A&M College Station	116,585	7
Purdue University – Main Campus	116,528	8
University of Hawaii Manoa	115,960	9
Rutgers University – New Brunswick	115,312	10
University of Massachusetts Amherst	115,252	11
University of Minnesota – Twin Cities	112,620	12
University of Florida	112,102	13
<b>Virginia Tech</b>	<b>110,447</b>	<b>14</b>
Michigan State University	108,821	15
University of Georgia	106,774	16
University of Tennessee-Knoxville	105,104	17
University of Arizona	102,791	18
Pennsylvania State University – Main Campus	100,933	19
North Carolina State University	100,145	20

Virginia Tech Actual Salary Average Percentile

33<sup>rd</sup>


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(1) Average salary of peer institutions is based on the latest available data (Fall 2021) from IPEDS

\*Excludes University of California-Berkeley and Cornell University

**Attachment B**

**2023-24 Pay Structure**

**Virginia Tech**

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
Professor	\$104,326	4.0%	\$127,241	4.0%	29%
Associate Professor	79,792	4.0%	96,685	4.0%	28%
Assistant Professor	66,008	4.0%	80,289	4.0%	28%
Senior Instructor	56,612	4.0%	73,662	4.0%	3%
Advanced Instructor	50,473	4.0%	65,479	4.0%	2%
Instructor	46,261	4.0%	60,190	4.0%	10%

# APPROVAL OF 2023-24 FACULTY COMPENSATION PLAN

KEN MILLER, VICE PRESIDENT FOR  
FINANCE AND UNIVERSITY TREASURER

JUNE 6, 2023

# 2023-24 Faculty Compensation Plan Elements

- Benchmarking
- 2023-24 pay structure
- Promotion and tenure process
- Annual evaluation and salary adjustment process

# FALL 2021 PEER SALARY BENCHMARKING

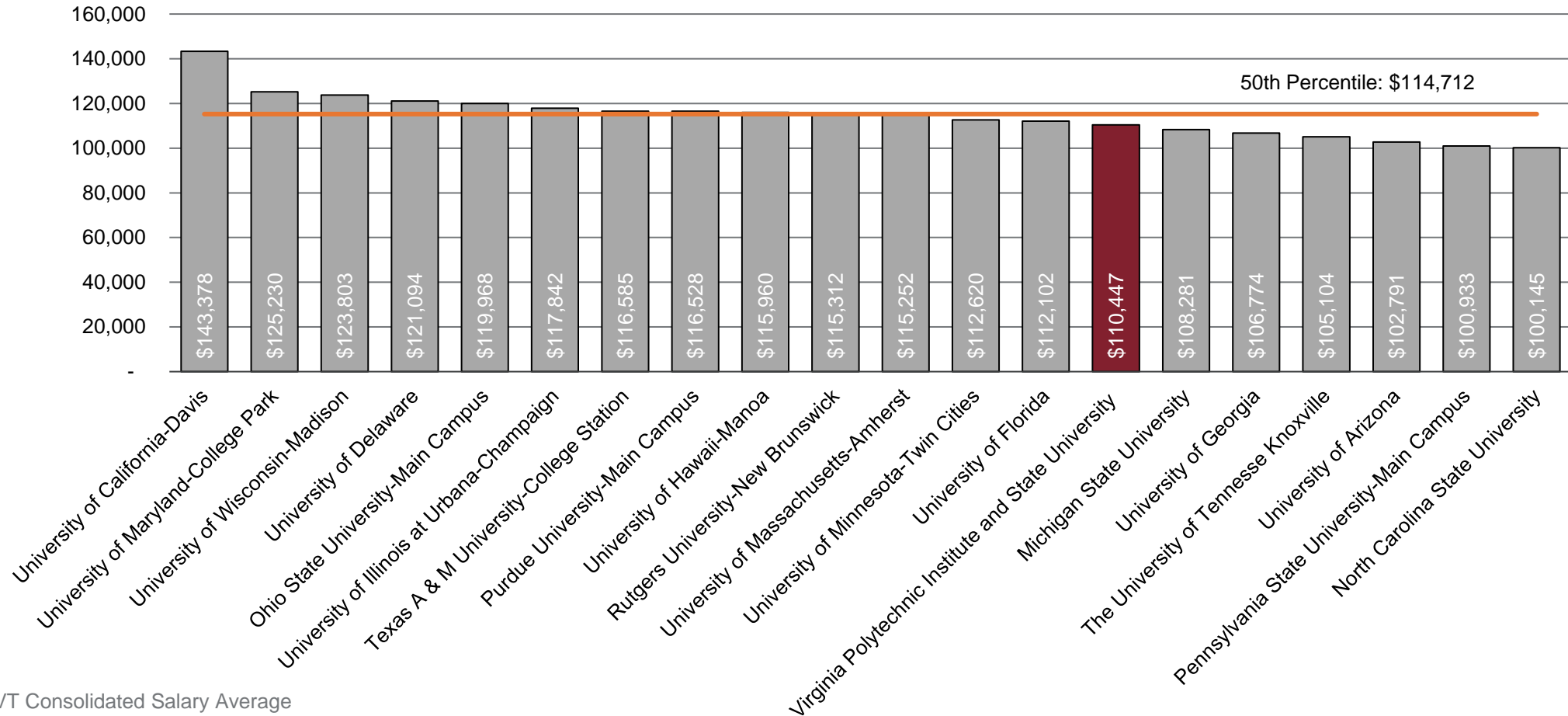
<u>Top 20 Land Grant Group</u>	<u>Fall 2021</u>	<u>Fall 2022</u>	<u>Change</u>
50 <sup>th</sup> percentile (excl. VT)	\$114,721	N/A*	-
VT Average Salary	\$110,447	\$115,498	4.6%
VT Rank	14 of 20	N/A	-
VT Percentile	33rd	N/A	-

*\*IPEDS peer salary data for Fall 2022 is not yet available*

# BENCHMARKING – TOP 20 LAND GRANTS

- Strategic Plan Objective: Achieve progress in competitive faculty salaries toward the 50th percentile of Research (R1) Public Land-Grant Universities by 2024

Fall 2021 Average Teaching & Research Faculty Salary



Source: IPEDS, VT Consolidated Salary Average

# 2023-24 PAY STRUCTURE

	9-Month Faculty		12-Month Faculty		Distribution of Faculty by Rank
	Entrance	Change	Entrance	Change	
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Instructor	46,261	4.0%	60,190	4.0%	10%



# PROMOTION AND TENURE



- Promotion to a higher rank and appointment with tenure may be granted to faculty members on a regular faculty appointment who have demonstrated outstanding accomplishments
- Each candidate for promotion or tenure will be evaluated in light of the tripartite mission of the university: instruction, research, and outreach

# ANNUAL EVALUATION & SALARY ADJUSTMENTS

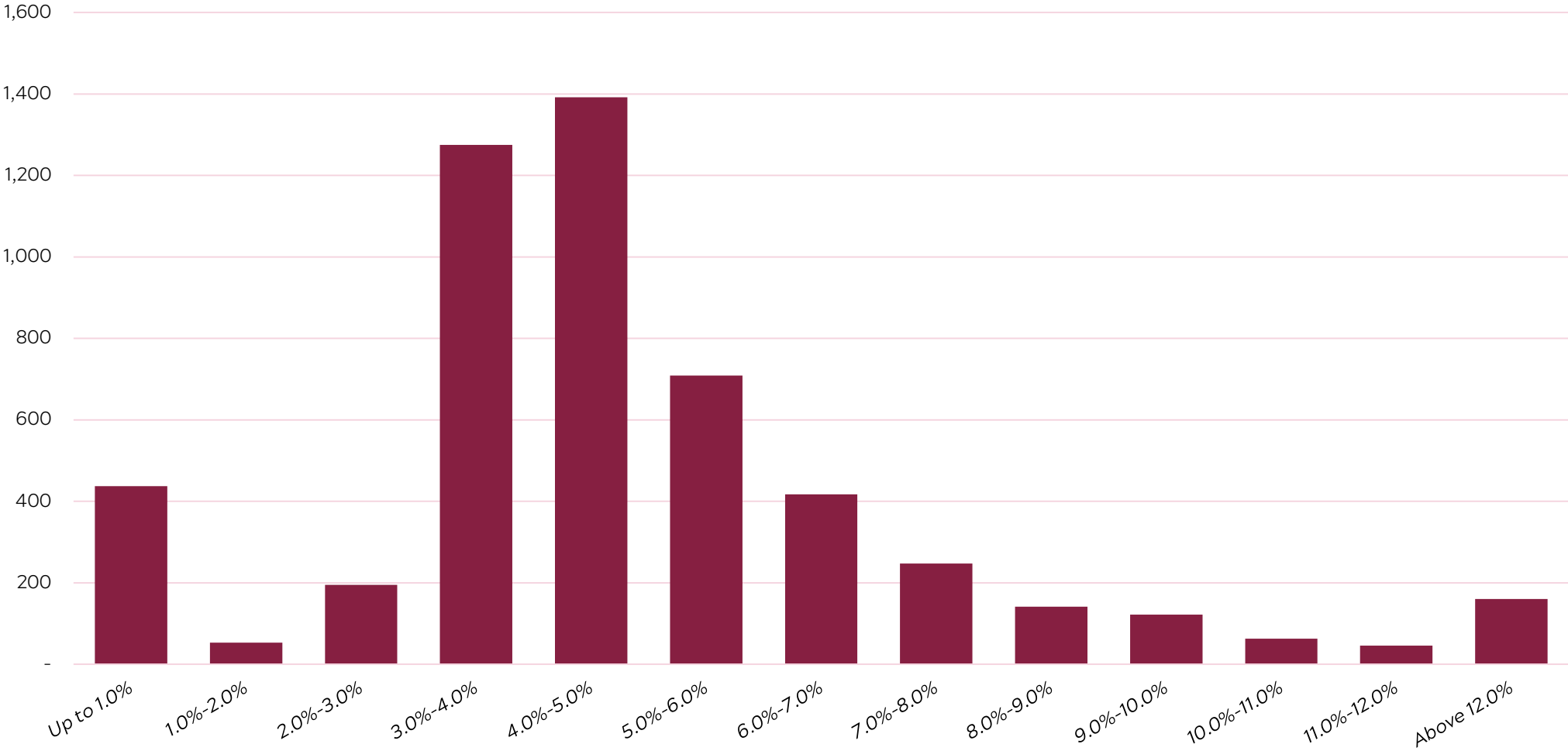
- Faculty Activity Report (FAR)
  - Teaching/Research Faculty: instructional activities, creative scholarship, outreach and service contributions, and other professional activities and recognitions
  - Administrative/Professional Faculty: activities in support of their specific job goals as they relate to the broader mission of the university
- FAR forms the basis of faculty evaluations conducted annually by departments independent of the faculty merit process

# UPDATE ON CURRENT MERIT PROCESS

- State budget included 5.0% increase (effective June 10, 2023)
- Merit recommendations were developed during the spring of 2023, consistent with the proposed 2022-23 Faculty Compensation Plan
  - 4.0% pool for Faculty Merit
  - 1.0% pool for Special Adjustments
    - National Distinction and Outstanding Contributor recognition
    - Retention, Alignment, Market, and Increase in Duties
  - Results of this process are shared with the Board in a separate resolution.
- Pending final action by the General Assembly, it may be necessary to modify the amount to match the final state compensation program.

# UPDATE ON CURRENT MERIT PROCESS

2023-24 Distribution of 5% Faculty Increase



# 2023-24 FACULTY COMPENSATION PLAN

## RECOMMENDATION

That the proposed 2023-24 Faculty Compensation Plan be approved.

June 6, 2023