



Office of the Executive Vice Chancellor and Provost

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October 12, 2021

Dr. Ray Belton, President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

Dear Dr. Belton:

Salaries are an important factor in the recruitment and retention of quality faculty members and can be incentivized to encourage meritorious performance in research, scholarship, creative activities, teaching, and service. Promotion in academic rank serves as recognition of a faculty member's professional achievements and is accompanied by an increase in salary at most, if not all, higher education institutions. Currently, Southern University does not have an approved policy that outlines the process of awarding salary increases for faculty that rise in rank. Instead, there exists an unwritten and inconsistent practice of increasing promoted faculty members' salaries to the lowest salary of the faculty member of equal rank within the promoted faculty member's academic program. Hence, salary distributions vary greatly among university programs and this reality has been a source of consternation for many SUBR faculty, especially faculty whose academic programs do not command the higher salaries of those enjoyed in the sciences and business programs upon hiring. Thus, there is an urgent need to regulate how faculty members achieve salary increases upon promotion.

The lack of a coherent and consistent policy also causes other difficulties. Presently, in the university no funds are allocated toward promotion and tenure. This is not an oversight except for a recognition that an amount cannot be forecasted. Similarly, there is great difficulty in determining the salary of a promoted faculty when there is no faculty of the next higher rank in the relevant department. The ad hoc measures used from year to year vary and, in most cases, does not lead to faculty satisfaction.

To develop an equitable policy for increasing faculty salaries upon promotion, I appointed a taskforce to research prevailing salary promotional raise policies at other similar institutions and provide a recommendation leading to the development of a policy for Southern University-Baton Rouge. The taskforce was well represented consisting of academic leaders, professionals in support areas and more importantly in consultation with the Faculty Senate President, and Vice President, the service and input of the Faculty Senate Vice President was availed by the task force.

The findings and final recommendation were provided to me. I reviewed and accepted the committee recommendations and I am subsequently presenting them to you for your review and approval. The recommendation of the task force is enclosed. It should be noted that the raises that are being proposed are better than the group of institutions included in the study. Further, I will be grateful if you will present this request to the Board of Supervisors for review and approval also.

With Kind Regards,



Bijoy K. Sahoo, Ph.D.
Executive Vice-Chancellor and Provost

Approval:



Ray L. Belton, Ph.D.
President and Chancellor

Date



POLICY TITLE
FACULTY BASE SALARY INCREASES UPON ACADEMIC RANK PROMOTION

POLICY NUMBER
SUBR: 1-016

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>July 1, 2021</i>
Responsible Official: <i>Interim Executive Vice-Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>May 5, 2021</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College (SUBR) understands that salaries are an essential factor in recruiting and retaining quality faculty members and recognizing and encouraging meritorious performance. Progression in academic rank acknowledges a faculty member's professional achievements and should be accompanied by an increase in salary. There is an urgent need to regulate how faculty members achieve salary increases upon promotion; therefore, standardized policies and procedures must govern this initiative.

II. POLICY SCOPE AND AUDIENCE

Upon approval by the Southern University Board of Supervisors, probationary tenure-tracked faculty, who made applications for tenure and promotion, will be promoted from assistant professor

to associate professor or from associate professor to full professor. This policy is also applicable to tenured faculty who will progress from associate to full professor.

There is no salary revision associated with receiving tenure only.

The proposed salary increases are as follows:

- Promotion from assistant professor to associate professor will increase \$4,000.00 to the faculty member's base salary.
- Promotion from associate professor to full professor will increase \$5,000.00 to the faculty member's base salary.

After approval, the salary increase goes into effect the following academic year.

III. POLICY COMPLIANCE

Responsibilities of the Office of Academic Affairs:

- Upon approval by the Southern University Board of Supervisors, the Office of Academic Affairs will send a confirmation letter to the faculty member acknowledging their respective promotion with the stated salary increase.

Responsibilities of the Academic Department:

- Upon receiving a copy of the confirmation letter, the relevant academic department must initiate and submit an Electronic Personnel Action Form (EPAF) for the faculty member who has been promoted, indicating an effective date for the beginning of the next academic year.

IV. POLICY DEFINITIONS

- **Promotion**
Promotion is the movement from one academic rank to another based on merit following established criteria.
- **Tenure**
Tenure is the earned protection of faculty against unwarranted dismissal.
- **Probationary Tenure-Track Faculty**
Probationary faculty members are those with tenure-tracked appointments who are not yet tenured. Each probationary tenure-tracked faculty member goes through an evaluation process to be considered for tenure and promotion.

- **Probationary Tenure-Track Appointment**

The university provides probationary tenure-track appointments as an assistant professor, associate professor, and full professor.

- **Electronic Personnel Action Form (EPAF)**

EPAF is used to implement the change in faculty salary caused by promotion.

V. POLICY IMPLEMENTATION PROCEDURES

- Upon receiving the confirmation letter, after the approval by the Southern University Board of Supervisors, the faculty members' respective departments will submit an EPAF, indicating the approved salary increase for the individual promotion.
- The Office of Human Resources will implement the salary increase at the beginning of the next academic year.

VI. POLICY RELATED INFORMATION

There is no additional policy-related information.

VII. POLICY HISTORY AND REVIEW CYCLE

Currently, Southern University does not have an approved policy that outlines awarding salary increases for faculty that rise in rank. Instead, an unwritten and inconsistent *practice* of increasing promoted faculty members' salaries to the lowest salary of the faculty member of equal status within the upgraded faculty member's academic program exist. Hence, salary distributions vary greatly among university programs. This reality has been a source of consternation for many SUBR faculty.

There is an urgent need to make faculty salary increases caused by promotion consistent and uniform at the institutional level. To develop an equitable policy for increasing faculty salaries upon promotion, the Office of Academic Affairs appointed a task force comprised of the following members:

- Three Academic Deans
- Representatives from Human Resources
- A Representative from the Faculty Senate
- A Representative from the Budget Office
- A Representative from the Office of Academic Affairs
- A Representative from the Office of Institutional Advancement

The group reviewed the policies employed at multiple Louisiana universities and comparable institutions outside of Louisiana. This proposed policy represents the task force's recommendations and is endorsed by the Office of Academic Affairs.

VIII. POLICY URL

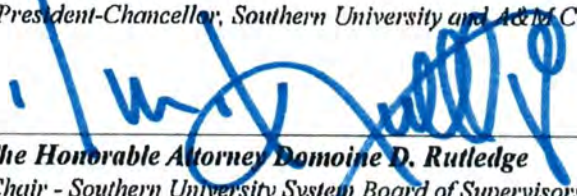
Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL



Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy



The Honorable Attorney Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy