Title	Faculty Pay Model
Owner	Office of the Provost Human Resources Payroll Department
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Official Website	Link in Policy on Faculty Compensation

Contents

PURPOSE

The Faculty Pay Model describes the assumptions and methodology the University of Connecticut uses to administer regular payroll and regular payroll adjustments for all 9-, 10-, and 11-month faculty. These guiding principles ensure that faculty are neither under nor overpaid for their appointment period (academic year or annual year).

DEFINITIONS

Work period – The dates the faculty member performs the majority of their work. For 9- or 10-month faculty, the work period is the 9- or 10-month academic year period during which the regular duties and responsibility of the role *primarily* occur. For 11-month faculty, there is typically no defined period within the year for the duties and responsibilities of the role.

Work dates – The dates the faculty member is assigned duties and responsibilities in the academic year appointment period. Generally, this is the same as the work period, but may differ, e.g. if a faculty member's start date or end date in a given appointment is off-cycle.

Pay dates – The dates the faculty member is paid.

Annual salary – The full-time salary for the work period/appointment term, earned during the work dates, paid out across the academic year (between 8/23 – 8/22).

Earned Not Paid (ENP) – The portion of pay for 9- and 10-month faculty that is attributed to the work period but paid out after the work period ends, during the remaining academic year appointment period of 12 months. Sometimes this is referred to as paying "9 months over 12".

Paid-to-Date – Year-round faculty appointments are referred to as "paid-to-date", meaning no portion of their compensation is ENP. Note: This does not include a 2-week delay from the end of a pay period and the receipt of the paycheck.

On-cycle start/end date – For academic year terms, an on-cycle start date is the beginning of a semester, specifically, August 23 (fall semester) or January 1 (spring semester). An on-cycle end date is August 22 (the last day of pay for an academic year term).

Off-cycle start/end date – For academic year terms, an off-cycle start date is any date after the beginning of a semester (any date other than August 23 or January 1). An off-cycle end date is any date prior to August 22.

Contract adjustment – The amount of ENP compensation due to a 9- or 10-month faculty member when they separate from an appointment.

Bridge appointment – Short-term regular payroll appointments, often used during a transition in appointment, to assign and compensate faculty for work performed prior to the on-cycle start of a regular 9- or 10-month appointment.

University Effort – The portion of '*total professional effort*' that comprises one's professional/professorial workload at UConn for which the employee is compensated. This includes activities such as research, instruction, other sponsored activities, administration, non-sponsored/departmental research, university service, competitive proposal preparation and clinical activities.

Percent paid / Percent employed – The measurement that generally indicates the primary University Effort workload of a faculty member across the work period. *Note: FTE (full-time equivalent) may be prorated for off-cycle appointment start dates to reflect accurate bi-weekly percentage paid, while the faculty member is still expected to complete 100% University Effort. Any pro-ration of pay will be rounded such that faculty are never undercompensated for their total earned compensation. Earned compensation will be calculated as described in the "Assumptions & Methodology" and "Pay Calculations" section below.*

ASSUMPTIONS & METHODOLOGY

9-month and 10-month Appointment Terms

I. The table below describes the dates the university uses to define the periods reflecting regular duties and responsibilities within academic year terms.

Term Type	Appointment Term	Work Period[1]
Academic Year	9-month	August 23 – May 22
Academic Year	10-month	August 23 – June 22

[1] Work period dates will be one day earlier in a leap year.

II. The university compensates all regular academic year faculty over twelve months (ordinarily 26 biweekly pay periods). The pay dates for all academic year faculty are August 23 – August 22.

III. Because 9- and 10-month faculty are paid their full-time annual salary over the course of 12 months, there is a portion of pay for to be paid out during summer months considered ENP.

IV. The summer period is the time period when academic year faculty are paid ENP compensation for work performed primarily in the work period.

V. 9- and 10-month faculty earn approximately half of their annual salary for each semester in a given academic year. Faculty who work only one semester earn only 50% of their full time annual salary for that work period.

VI. Faculty who serve in a 10-month appointment for one semester only earn half of the additional month of pay (the “10th month”) for that academic year period.

VII. Ordinarily, academic year faculty begin their work period on August 23 (fall semester start) or January 1 (spring semester start). These are considered “on-cycle” start dates for 9- and 10-month appointment terms.

VIII. Any academic year **new** faculty start date after August 23 will result in a pro-ration of biweekly pay to prevent overpayment. Any proration of pay will be rounded such that faculty are slightly overcompensated, and never undercompensated, for their total earned compensation. An off-cycle start date is an adjustment to the work dates.

IX. Any academic year **current** 9- or 10-month faculty, whom will work the entire academic year period of 8/23 – 8/22, that require an appointment change equal to exactly one semester will have appointment effective dates (8/23 – 12/31 for fall semester and 1/1 – 5/22 or 6/22 for spring semester) that do not align with pay dates (8/23 – 2/22 for fall semester and 2/23 – 5/22 or 6/22 for spring semester) in order to divide the work period and corresponding pay for each semester exactly in half, and prevent over or underpayment.

11-month Appointment Terms

X. The work period is the typical time period in which a faculty member primarily performs their regular duties and responsibilities. The table below describes the dates the university uses to define work period for an annual year term.

Term Type	Appointment Term	Work Period
Annual Year	11-month	Year round

XI. Annual year faculty (11-month appointments) work over the course of a full year, with one month of effort available for time off or “summer salary” effort during the work period. Faculty with an 11-month appointment have an annual salary that is paid-to-date.

All Appointment Terms

XII. At no point in the year will the percentage of biweekly pay fall below 50% for a regular payroll employee, unless the employee is on an approved leave with appropriate stipulation.

PAY CALCULATIONS

Total Earned Compensation

→ Divide the annual salary by the number of workdays (Monday to Friday) within the work period to arrive at the daily rate.

Annual Salary ÷ Number of Workdays in Work Period = Daily Rate

→ Then, multiply the daily rate by the FTE and number of workdays completed in a given time frame. This results in the total earned compensation for that time period.

Daily Rate x FTE × Number of Workdays Completed = Total Earned Compensation

Biweekly pay rate[2]

Faculty are paid throughout the academic year across 26.00 pay periods.

Total Earned Compensation ÷ 26.00 pay periods = Biweekly Pay Rate

The university calculates contract adjustments for 9- and 10-month faculty as follows:

Contract Adjustment

Total Earned Compensation - Compensation Paid to Date = Contract Adjustment

Bridge Appointments

→ [Assuming a return to base 9-month] To pro-rate an 11-month salary by 82% (the percentage that is the result of 9-months ÷ 11-months], divide the base salary 9-month salary by .82. This results in a part-time 11-month bridge appointment.

Base 9-month annual salary ÷ .82 = Annual Salary for Temporary Bridge

PAY ADJUSTMENTS

There are ten scenarios described below in which a pay adjustment is required to prevent over or under compensation.

1. **Spring semester start date**

On occasion, departments may hire new 9- or 10-month faculty to begin in the spring semester. In these circumstances, the on-cycle spring semester start date is January 1.

9-month faculty earn 50% of their annual salary for each semester of work. Because faculty are paid for 9- and 10-month appointments over 12-months, a portion of fall semester earnings are paid out over

[2] The biweekly pay rate calculation noted here does not include the subtraction of other payroll withholdings per paycheck.

the course of the spring semester/summer period. For this reason, 9-and 10-month faculty with a spring semester start date must have a prorated biweekly salary to prevent overcompensation.

For new 9-month faculty that have a spring semester start date of January 1, the amount that biweekly pay must be prorated to for the period January 1 to August 22 is 81% [3]. The amount the biweekly pay must be prorated is derived from the Earned Compensation (calculated above under Pay Calculations as daily rate x workdays) ÷ Total Pay (calculated above under Pay Calculations as biweekly pay x number of pay periods in work period). This prevents overpayment for spring semester earnings. Beginning August 23, biweekly pay will increase to 100% to reflect full earnings for both semesters in the following academic year. The home department administrator is responsible for submitting the pay change template in Smart HR required to return the faculty member to 100% biweekly pay effective August 23.

For new 10-month faculty that have a spring semester start date of January 1, the amount that biweekly pay must be prorated to for the period of January 1 to August 22 is 89%. The amount the biweekly pay must be prorated is derived from the Earned Compensation (calculated above under Pay Calculations as daily rate x workdays) ÷ Total Pay (calculated above under Pay Calculations as biweekly pay x number of pay periods in work period). This accounts for 50% of their annual salary for working the spring semester, plus one additional month (the “10th month”) of effort. This assumes the faculty member works a full additional month of effort from May 23 to June 22. Beginning August 23, biweekly pay will return to 100% to reflect full earnings for both semesters and one additional month in the following academic year. The home department administrator is responsible for submitting the pay change template in Smart HR required to return the faculty member to 100% biweekly pay effective August 23. Faculty whose biweekly pay is prorated continue to contribute 100% effort during the work period.

It may be the case that the nature of work of some programs or disciplines may require an exception to these general guidelines. Those exceptions will be rare and require explicit approval from the Provost’s Office.

2. Off-cycle start date

All off-cycle start dates for new 9-, 10- or 11-month faculty require approval from Human Resources and the Provost’s Office.

On occasion, departments may hire new 9- or 10-month faculty to begin on a date other than August 23 or January 1. These are considered “off-cycle” start dates. Deans and department heads are responsible for ensuring any hire date is reasonable in terms of fulfilling teaching responsibilities and other aspects of a full workload.

In these circumstances, because faculty are paid for 9- and 10-month appointments over 12-months, biweekly pay must be prorated to avoid overpayment. Total earned compensation is calculated according to the “Pay Calculations” section of these guidelines. Biweekly pay will be prorated from the off-cycle start date, through August 22, to ensure actual pay corresponds to earned compensation. Beginning August 23, biweekly pay will return to 100% to reflect full earnings for the following academic year. The home department administrator is responsible for submitting the pay change template in

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[3] Percent prorated may differ by year based on where the work period dates land within the remaining AY pay periods. Please confirm the appropriate proration percentage for the current year with Payroll.

Smart HR required to return the faculty member to 100% biweekly pay effective August 23. Faculty whose biweekly pay is prorated continue to contribute 100% effort during the work period.

The amount the biweekly pay must be prorated is derived from the Earned Compensation (calculated above under Pay Calculations as daily rate x workdays) ÷ Total Pay (calculated above under Pay Calculations as biweekly pay x number of pay periods in work period).

Because 11-month faculty are paid to date, the work period may begin at any time during the calendar year without needing a biweekly pro-rated salary. All faculty hired with off-cycle start dates should have an end date of August 22 in order to align their renewal with the on-cycle academic year start date of August 23.

3. Off-cycle end date

Faculty in 9- and 10-month appointments typically work primarily through the work period ending May 22 or June 22, respectively, with pay dates through August 22 (see "Assumptions and Methodology" bullet II). If it is the case that a faculty member separates from the university after completing the work period but prior to August 22, the university owes ENP. In these circumstances, total earned compensation and the contract adjustment owed is calculated according to the "Pay Calculations" section of these guidelines. The contract adjustment is paid as a lump sum in the employee's final paycheck.

While 9- or 10-month faculty members that do not complete the full work period are entitled to any ENP pay not yet paid out, they are not entitled to workdays within the work period that they have not yet completed or benefits beyond the end of the month of the date of their resignation.

11-month faculty are paid to date. They are not owed compensation beyond the typical 2-week delay and therefore are not due a contract adjustment with an off-cycle end date.

4. Conversion from Academic Year (9/10) to Annual Year (11/12) Position

The university may appoint a faculty member in an academic year appointment (9- or 10-month) to an annual year appointment (11- or 12-month). For example, a faculty member in a 9-month base faculty appointment may be appointed to an 11-month faculty director appointment. Or, a 10-month department head may be appointed to a 12-month associate dean (management) appointment. 12-month appointments include UCPEA, AAUP academic staff, or management titles.

Whenever possible, these term changes should take place effective August 23 so that no pay adjustment is required. However, operational needs may require an off-cycle term change. In these cases, faculty are converting from a pay model with ENP to a paid-to-date pay model (see "Methodology and Assumptions" bullets III and IV). If it is the case that a faculty member transitions to an annual year term prior to August 22, the university owes ENP compensation. In these circumstances, total earned compensation is calculated according to the "Pay Calculations" section of these guidelines. Compensation paid to date is subtracted from the total compensation earned to arrive at the amount of contract adjustment due to the employee. The contract adjustment is paid as a lump sum in the employee's final paycheck from the previous appointment.

5. Transition from Annual Year (11/12) to Academic Year (9/10) Position

When a faculty administrator concludes their assignment in an annual year appointment (11- or 12-month), they may return to an academic year appointment (9- or 10-month) in accordance with the terms of their appointment letter. For example, a 12-month associate dean may conclude their assignment and return to their 9-month base faculty appointment. Whenever possible, these term changes should take place effective August 23 so that no pay adjustment is required. However, operational needs may require an off-cycle return to faculty.

If an administrator is returning to a 9- or 10-month faculty appointment during the summer period (effective after 5/23 or 6/23, respectively), the university does not owe ENP compensation for the previous academic year assignment, as 12-month appointments are paid-to-date.

Bridge Appointments

In situations where the faculty member intends to continue in a faculty position through the subsequent academic year, the university will typically elect to appoint the administrator to a temporary, 11-month bridge appointment through August 22. The bridge appointment will be a temporary faculty assignment with a prescribed workload for effort that will bridge the period until the next academic year cycle begins. Assignments may include effort such as: course design, new program development, advising, research, administrative work, teaching preparation, etc. The university will not offer such an assignment or appointment if the faculty member intends to retire or resign.

The Provost's Office will provide final approval for all bridge appointments both within and outside of the division of academic affairs. "Return to faculty" letters must specify the duties and responsibilities the faculty member will assume during the temporary bridge appointment. Effective August 23, the appointment term and annual salary will be adjusted to reflect the permanent faculty assignment. The biweekly pay remains the same. The home department administrator is responsible for submitting the pay change template in Smart HR effective August 23.

Pay for bridge appointments is calculated according to the "Pay Calculations" section of these guidelines. Biweekly pay in a bridge appointment is equivalent to the biweekly pay rate the faculty member is returning to the following August 23, such that there is no change in pay through the transition. The department administrator will submit two pay change transactions – one to initiate the bridge appointment and a second to revert to the regular appointment term and annual salary on August 23.

Faculty in a bridge appointment may earn additional compensation on special payroll in accordance with the Faculty Compensation Policy.

6. Off-cycle salary adjustment

Any non-mandated (non-collectively bargained) salary increases for academic year faculty should be effective on August 23 to avoid off-cycle pay adjustments. In <u>very rare</u> circumstances, the Provost's Office may approve an off-cycle salary adjustment. If so, depending on the timing of the adjustment, biweekly pay for 9- and 10-month faculty may need to be prorated through August 22 to prevent overpayment, because 9- and 10-month faculty are paid over the course of 12 months. Upon approval from the Provost's Office, the department should reach out to Payroll to determine the appropriate FTE proration. If a salary adjustment for an academic year faculty appointment is made during the summer period (5/23 – 8/22 or 6/23 – 8/22, for 9- and 10-month faculty, respectively), the salary increase will become effective on August 23. These terms should be documented in offer letters.

7. Sabbatical leave appointment term changes

All faculty will revert to their base appointment term and base salary when taking a sabbatical leave. For example, a department head with a 10-month appointment will revert to a 9-month appointment for the duration of their sabbatical leave. In these circumstances, each appointment is assumed to account for 50% of the work period (see "Assumptions & Methodology bullets V and IX) Pay dates will differ from the sabbatical leave dates, dividing the academic year and corresponding earnings exactly in half, to account for half of the appropriate appointment. Leave dates are typically August 23 (fall semester or academic year), January 1 (spring semester only or calendar year). The effective dates for pay adjustments are noted below:

- For one-semester leaves at 100% pay dates:
    - Faculty with only a base appointment, not an administrative appointment: For sabbaticals effective 8/23 (fall semester) or 1/1 (spring semester), departments will use *pay dates* of 8/23 – 2/22 (fall semester) or 2/23 – 8/22 (spring semester). The biweekly pay rate will remain at 100%.
    - Faculty with an administrative appointment: For sabbaticals effective 8/23 (fall semester) or 1/1 (spring semester) departments will use *pay dates* of 8/23 – 2/22 (fall semester) or 2/23 – 8/22 (spring semester). The faculty member needs to be reverted to their base appointment. The biweekly pay rate will reflect 100% of the base appointment biweekly pay rate.
- For academic year leaves at 50% pay dates:
    - Faculty with only a base appointment, not an administrative appointment: For sabbaticals effective 8/23 – 5/22, departments will use *pay dates* 8/23 – 8/22 and adjust the faculty member's biweekly pay rate to 50% for that time period.
    - Faculty with an administrative appointment: For sabbaticals effective 8/23 – 5/22, departments will use *pay dates* 8/23 – 8/22 and the faculty member needs to be reverted to their base appointment and adjust the faculty member's biweekly pay rate to 50% for that time period.
- For calendar year leaves at 50% pay dates:
    - Faculty with only a base appointment, not an administrative appointment: For sabbaticals effective 1/1 – 12/31, departments will use *pay dates* 2/23 – 2/22, and adjust the faculty member's biweekly pay rate to 50% for that time period.
    - Faculty with an administrative appointment: For sabbaticals effective 1/1 – 12/31, departments will use *pay dates* 2/23 – 2/22, and the faculty member needs to be reverted to their base appointment and adjust the faculty member's biweekly pay rate to 50% for that time period.

8. Research/professional leaves

Wherever practical, the Provost's Office will require that other leaves align with the academic year so that no pay adjustment is required. When it is known the leave will be effective for one semester, or

50% of the work period, the preferred approach will be to divide the academic year and equivalent earnings exactly in half (see "Assumptions & Methodology" bullet V and IX, and below scenario 10a "All other off-cycle changes in appointment term"). When this is not possible, the University will utilize the same approach used in the below scenario 10b "All other off-cycle changes in appointment term" to calculate earned compensation and ensure that the university compensates faculty based on workdays completed.

9. Medical and personal leaves

Human Resources maintains documentation related to the administration of faculty medical leaves. Pay, where eligible, during the leave period is in accordance with the leave percentage (e.g. an unpaid leave is 0% between the actual dates of the leave). Additionally, because faculty are not scheduled to work during the summer period (e.g. May 23 to August 22 for a 9-month appointment), this period is used as a make-up period to ensure employees are paid appropriately for work performed during the work dates. Payroll determines the percentage paid during the summer months based on the unpaid period of leave during the academic year. The same process will apply for personal leaves.

Leave entitlements apply only during the work period (8/23 – 5/22 for 9-month faculty and 8/23 - 6/22 for 10-month faculty). Leave entitlements are not applied during the summer period, and if applicable, will resume at the beginning of the next academic year.

Human Resources works with Payroll to determine compensation based on the dates of the approved leave, and will communicate with the faculty member how their compensation will be managed as early as possible. The employee's home department will also receive direction on how to administer the leave, including payroll actions requiring initiation in the home department.

10. All other off-cycle changes in appointment term

Whenever possible, appointment term changes that involve 9- or 10-month faculty appointments should occur on August 23. On occasion, faculty may change from a 9-month to a 10-month term (or vice versa) mid-year, or off-cycle.

a. For off-cycle changes that that align with exactly one semester, not listed in described scenarios above, that involve current 9- or 10-month faculty appointments who will work the full academic period of 8/23 – 8/22, each appointment is assumed to account for 50% of the work period (see "Assumptions & Methodology bullet V and IX). In these scenarios, pay dates will differ from appointment change effective dates. The appointment change effective dates will typically be 8/23 – 12/31 (fall semester) or 1/1 – 5/22 or 6/22 (spring semester). The corresponding pay dates will be effective 8/23 – 2/22 (fall semester) or 2/23 – 8/22 (spring semester), dividing the academic year and equivalent earnings exactly in half, to account for half of the appointment appointment.

b. For off-cycle changes that do not align with exactly one semester, the university will calculate earned compensation as described in the "Assumptions & Methodology" and "Pay Calculations" sections, adding together the earned compensation for each appointment based on days worked (work dates) in each appointment.

Where an overpayment would otherwise occur, the university will prorate biweekly pay effective the day of the term change (through August 22). Beginning August 23, biweekly pay will return to 100% to reflect full earnings for the following academic year.

Where an underpayment would otherwise occur, the university will pay a contract adjustment to make up for compensation earned but not yet paid out. The university will pay the contract adjustment as a lump sum at the end of the relevant contract period (May 22 or June 22).

IMPLEMENTATION AND REVISIONS

Approval Date	Approved by Provost Office 7/1/23
Revisions	Approved by Provosts Office 10/8/23

ADDITIONAL MATERIALS

Policy on Faculty Compensation

Procedures for Policy on Faculty Compensation

Examples and Calculations – Coming Soon

Faculty Compensation FAQ – Coming Soon