

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 400.35

SALARY ADMINISTRATION

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
  - a. Acknowledge the basic financial needs of all employees.
  - b. Be responsive to market influences.
  - c. Strive for internal equity.
  - d. Recognize and reward outstanding performance.
  - e. Retain employees to limit the financial and other (hidden) costs of turnover.
2. Salaries are set and salaries are increased, to ensure fairness based on the following:
  - a. Job Classification
  - b. Cost of living
  - c. Merit
  - d. Equity (internal and external)
  - e. Market
  - f. Salary Compression
  - g. Degree completion
  - h. Workload and responsibility changes
  - i. Work experience (external and internal)
  - j. Promotions
  - k. Successful completion of a probationary period (applies to staff only)
  - l. Interim and acting appointments
- I. Procedures
  1. The President, in consultation with the Leadership Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.
  2. When budgets allow, monies for staff and faculty degree completion, market adjustments, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.
  3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.

- a. Bachelor's Degree - \$2,000 added to current contract base
  - b. Master's Degree - \$2,000 added to current contract base
  - c. Doctoral Degree - \$3,000 added to current contract base
4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.
  5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year. In limited circumstances, additional years of experience may be considered with approval from the President.
  6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus \$1,000. A Faculty Senate member in the final category shall be awarded \$1,000 after each additional 5 years.
  7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
    - a. Assistant Professor - \$500
    - b. Associate Professor - \$1,000
    - c. Professor - \$1,500
  8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:
    - a. Meet minimum of category
    - b. Prior fiscal year salary x percentage change
    - c. Degree change
    - d. Rank promotion
    - e. \$1,000 category jump
  9. Part-time, overload, and/or off contract faculty compensation:
    - a. Classroom based (face to face courses)
      1. \$710 per credit: Faculty Senate members in Categories I-IV and part-time faculty having taught fewer than 60 credits for LRSC.
      2. \$790 per credit: Faculty Senate members in Categories V-IX, LRSC benefitted adjuncts, and part-time faculty having taught at least 60 credits for LRSC.
      3. \$175 per credit/per student for low enrollment courses with three or fewer students as of the first Friday of the term.
    - b. Online Courses
      1. Three, four, and five credit courses: \$235 per student for each student up to 14 students
        - i. Section Stipend: \$125 for each online course credit exceeding three credit hours.

2. Two credit courses will be \$171 per student for each student up to 14 students
  3. One credit courses will be \$104 per student for each student up to 14 students
  4. Faculty teaching online who accept students above the published course capacity will be compensated at the applicable per-student rate for the first and third student. Faculty compensated for the first student, must take a second student without additional compensation. Faculty compensated for a third student, must take a fourth student without additional compensation. All students, five or more above the published course capacity, will be compensated at the per student rate applicable for the course. The Academic Affairs Director will maintain a course capacity list approved by the VP for Academic Affairs.
10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Classroom based biology, chemistry, and physics labs will count 1.5 credits for overload compensation.
  11. The Nursing Program Director will create workload calculations and determine overload for full-time nursing faculty. Nursing faculty, full-time load is thirty-two (32) workload units per academic year. A workload unit is equivalent to one credit. Overload will be compensated per workload unit, based on the Faculty Senate member's category.
  12. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.
  13. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, when per hour is more relevant than per credit or per student, when contracting with an instructor from another NDUS institution (whether we pay the faculty member directly or we pay the institution via invoice), to increase a new course at the request of the institution, or to achieve equity in instructional responsibilities.
  14. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).
  15. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.
  16. When contracts are sent to faculty prior to June 20<sup>th</sup>, they are due back within thirty days, or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20<sup>th</sup> and June 30<sup>th</sup>, they must be returned by July 20<sup>th</sup> as required by SBHE Policy. **Failure to return a signed contract or other document**

**indicating acceptance of contract terms by the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension.** The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.

17. Staff and faculty hired, promoted, or starting a new position on or after April 1<sup>st</sup> will not be eligible to receive a legislative salary increase for the following fiscal year. Staff and faculty hired, promoted, or starting a new position between January 1<sup>st</sup> and March 31<sup>st</sup> will be eligible to receive a legislative salary increase upon completion of their probation period.

18. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

19. The Faculty Senate Salary Schedule will be adjusted annually using the CPI calculated by the North Dakota University System using the US Bureau of Labor Statistics Consumer Price Index-All Urban Consumers-Midwest Region.

II. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

<b>Category</b>	<b>Range</b>	<b>Increment</b>	<b>9-Month Contract</b>
<b>Faculty I</b> \$41,974-\$48,474	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
<b>Faculty II</b> \$46,375-\$53,125	\$6,750	\$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
<b>Faculty III</b> \$51,114-\$58,114	\$7,000	\$3,500	14 years Teaching/Working (T-W) Experience BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
<b>Faculty IV</b> \$56,191-\$63,441	\$7,250	\$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
<b>Faculty V</b> \$61,607-\$69,107	\$7,500	\$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
<b>Faculty VI</b> \$67,362-\$75,112	\$7,750	\$4,250	29 years Teaching/Working (T-W) Experience

			BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
<b>Faculty VII</b> \$73,455-\$81,455	\$8,000	\$4,500	34 years Teaching/Working (T-W) Experience BA and 31 years T-W MA and 27 years T-W PhD and 25 years T-W
<b>Faculty VIII</b> \$79,886-\$88,136	\$8,250	\$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
<b>Faculty IX</b> \$86,656 –	\$8,500	\$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W PhD and 35 years T-W

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### History

Administrative Council Approved 08/31/99  
 Administrative Council Approved 01/25/00  
 Administrative Council Approved 04/24/00  
 Administrative Council Approved 08/16/02  
 Administrative Council Approved 08/27/04  
 Administrative Council Approved 07/25/05  
 Administrative Council Approved 06/05/07  
 Administrative Council Approved Faculty Salary Guidelines 06/14/07  
 Administrative Council Approved 06/28/11  
 Administrative Council Approved Faculty Salary Guidelines 02/05/14  
 Administrative Council Approved 03/10/14  
 Administrative Council Approved Faculty Salary Guidelines 12/24/14  
 Administrative Council Approved Faculty Salary Guidelines 05/11/15  
 Administrative Council Approved 05/28/19 – policy rewritten  
 Administrative Council Approved Faculty Salary Guidelines 05/28/19  
 Administrative Council Approved Part-time and Overload 05/28/19  
 Administrative Council Approved 10/02/19  
 Administrative Council Approved 05/06/22  
 Administrative Council Approved 08/26/22  
 Administrative Council Approved Faculty Salary Guidelines 01/23/23  
 Administrative Council Approved Category Change 05/10/23  
 Faculty Welfare Committee Negotiations 04/17/24  
 Administrative Council Approved 02/25/25  
 College Council Approved 03/04/2026