

# SALARY CALCULATION FORM 2023-2024

## Full-Time Faculty

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

### DEGREES/EXPERIENCE

**1. DEGREE STATUS**

- a. Highest Earned Degree? \_\_\_\_\_
- b. If answer to (a.) is Master's, then number of hours above the Master's in the teaching field, relevant field, or on an approved Doctoral program? \_\_\_\_\_

**2. ACADEMIC RANK?** \_\_\_\_\_

- a. \_\_\_\_\_ Tenured (1)
- b. \_\_\_\_\_ On Tenure Track (2)
- c. \_\_\_\_\_ Not On Tenure Track (3)

**3. EXPERIENCE (SEE NOTE 1)**

- a. Total Yrs. At SE in a full-time professional capacity? \_\_\_\_\_
- b. Yrs. at other colleges or univ.? \_\_\_\_\_ / 2 (maximum 5 yrs.) \_\_\_\_\_
- c. Yrs. common school experience? \_\_\_\_\_ / 2 (maximum 3 yrs.) \_\_\_\_\_
- d. Yrs. allowable service? (a + b + c) \_\_\_\_\_

**4. MISCELLANEOUS**

- a. Department Chair? \_\_\_\_\_
- b. CPA? \_\_\_\_\_
- c. Add-on? \_\_\_\_\_  
If yes, attach detailed justification (requires President's approval)

NOTE 1: *Explanation:* The number of allowable years are computed as follows:

- a. Total number of years at SOSU in a full-time professional capacity.
- b. One-half of the total number of years of full-time teaching experience at other colleges/universities up to five (5) years.
- c. One-half of the total number of years of full-time teaching experience at the elementary or secondary level up to three (3) years.

Number of allowable yrs = a + b + c. This sum is not to exceed the # of yrs allowed at each of the following academic ranks:

Instructor.....11 years  
 Assistant Professor.....14 years\*  
 Associate Professor.....19 years\*  
 Professor.....31 years\*

\*Includes years at lower ranks.

### SALARY CALCULATION

**CALCULATION FOR DEGREE:**

Less than Master's.....\$27,273  
 Master's.....\$30,297  
 Master's + 15 hrs\*.....\$33,328  
 Master's + 30 hrs\*.....\$36,364  
 Master's + 55 hrs\*.....\$39,394  
 MFA (Terminal).....\$42,419  
 Doctorate.....\$42,419

A. \_\_\_\_\_

\*Toward Doctorate (See Note 2)

**CALCULATION FOR RANK:**

Instructor.....\$4,631  
 Assistant Professor  
     with Master's.....\$7,411  
 Assistant Professor  
     with Doctorate.....\$9,261  
 Associate Professor.....\$12,692  
 Professor.....\$17,981

B. \_\_\_\_\_

**CALCULATION FOR EXPERIENCE:**

\$546.00 X (# of allowable yrs) (See Note 1)

C. \_\_\_\_\_

**ADD FOR DEPARTMENT CHAIR:**

(\$4,000)

D. \_\_\_\_\_

**ADD-ON:**

E. \_\_\_\_\_

**TOTAL SALARY (A+B+C+D+E)**

\$ \_\_\_\_\_

NOTE 2: Hours "toward Doctorate" means graduate hours in the teaching field, relevant fields, or on an approved doctoral program. These hours will be certified by the Department Chair and the Vice President of Academic Affairs.

**Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President for Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GUIDE FOR APPLICATION OF THE SALARY CARD

1. Upper-level undergraduate and graduate hours taken at SE after the Master's degree will not be counted as work toward the Doctorate unless the Doctoral Granting Institution documents in writing (letter, degree plan) that these hours will count on a specific degree program.
2. After a Master's degree has been completed, post master's graduate hours taken at SE in School Administration may be counted as hours toward a doctorate when these hours are directly related to the teaching assignment.
3. A terminal MFA degree will be counted at the level of Doctorate.
4. A Master's degree with a CPA will be counted at the level of "Master's + 30" hours toward the Doctorate.
5. Two Master's degrees will be counted at the level of "Masters + 15" hours toward the Doctorate when both degrees are relevant to the teaching assignment.
6. Part-time SE faculty who have taught 3/4 time or more during a semester will receive credit toward years of college teaching experience should they become full-time faculty.
7. Individuals with prior employment at SE in a non-teaching professional capacity will receive consideration toward years of college teaching experience. Typically, such employment has been coded in one of the following HEGIS categories:
  - 01--Executive Officers
  - 02--Directors of Units
  - 03--Administrators within Units
  - 06--Specialist Support (ex: Counselor, Librarian)
8. A paid sabbatical from SE counts toward SE teaching experience. Leave without pay does not count toward experience.
9. College-level teaching or administrative experience at other institutions will count only when it is documented to be a full-time faculty appointment. Post-doctoral experience at other institutions will count when it is documented to be a full-time appointment.
10. Elementary or secondary teaching experience will count only when it is documented to be a full-time appointment.
11. On the Salary Schedule, Under "3. EXPERIENCE," parts a, b, and c will be computed using increments of one-half (.5).