

# **Marywood University**

## **Policies and Procedures**

### **Compensation Policy for Faculty**

#### **Policy Statement**

##### Salary Schedules

Salary schedules for full-time, pro-rata ranked and per-course faculty as well as overloads indicating minimum and maximum amounts for each rank are available in the office of the Human Resources.

Placement within the salary range is determined by such factors as educational preparation, teaching experience, outstanding achievement, and scarcity of personnel in the field. Salaries for part-time faculty members and overloads are based on a rate per credit hour.

##### Payment

Salaries of full-time and pro-rata ranked faculty members are paid on a twelvemonth basis. Salaries of faculty members employed on a nine- or ten-month contract and hired prior to July 1, 1985, will continue to be paid on a twelve-month basis from July 1 to June 30. Those employed on or after July 1, 1985, will be paid on a twelve-month basis from the beginning of the academic year.

For those faculty members employed on a nine- or ten-month contract and hired prior to July 1, 1985, there is on file in Human Resources a signed agreement stating that any salary received prior to the opening of the fall semester in any given fiscal year must be returned in full to Marywood University, should the faculty member terminate his/her employment prior to fulfilling his/her required teaching duties.

Payment of faculty, including overloads, is made semi-monthly for full-time and prorata faculty, checks are mailed to the address on file with Human Resources. A direct deposit system is also available.

Per-course faculty contracts and overloads must be paid in the semester in which the money is earned. The University reserves the right to deny payment of any agreement not submitted within one month before the end of the respective semester. No agreement will be honored unless it has been duly processed by the Chief Academic Officer.

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## **Related Policies**

- Faculty Status
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## **Related Committees**

### **History**

07/01/89 - Reaffirmed with publication of Faculty Manual

02/24/99 - Revised to specify change in payment schedule recommended by the Faculty Senate and the University Committee on Policy

010/04/02 - Revised to reflect change in statement of beginning of the academic year, as recommended to the President of the University by the Policy Committee of the University

10/12/11 - Revision approved by the President of the University as recommended by the Policy Committee of the University

12/16/24 - Non-substantive language changes approved by the President of the University