Memorandum to Presidents

Date: November 14, 1974

From: Office of the Vice Chancellor for Faculty and Staff Relations

Subject: Salary Limits for New Appointments

In order to avoid misunderstandings and the possibility of commitments to terms or salary levels beyond the authority of the campus or the University, a precise knowledge of the rules and salary limits for new appointments should be provided to all persons responsible for search and appointment procedures. I would appreciate your sharing the following summary information on salary limits for new appointments with the appropriate people at your institution.

Academic Appointments

New appointments to positions of academic rank are governed by the following maxima:

- Professor: $32,900
- Associate Professor: $24,400
- Assistant Professor or Lecturer: $19,100
- Instructor: $13,800

The above are applicable to academic-year obligation positions except those in medicine and dentistry, where other maxima are applicable. A calendar-year appointment to a position of academic rank may be offered only if the position is established on a calendar-year basis, and a binding commitment to year-round employment may not be made to any position not so established.

An initial academic appointment to a term at a salary of $18,001 or more, or with continuing status, requires approval of the Chancellor; therefore, any offer of such appointment should clearly state that final action to appoint must be taken off-campus.

Nominations for Distinguished Professor titles must be reviewed under procedures established by the Vice Chancellor for Academic Programs. Appointments to Distinguished Professor titles require action by our Board of Trustees.
Management/Confidential Appointments

Appointments to positions which are management or confidential may not be either term or continuing in those titles.

If the salary exceeds $18,000, the appointment requires approval by the Chancellor; if $24,001 or above, by the Board of Trustees. This requirement holds even for "Acting" appointments, as there is no temporary status provided in the Trustees' Policies for any of these positions.

The rules regarding salary levels locally accessible are the same as for professional titles, given below.

Professional Titles

All new appointments to professional titles (c.f. definition in revised Article II of the Policies of the Board of Trustees) must be temporary for the first year. Temporary appointments are effected by the President and reported to the Chancellor. After completion of the year's service, the reappointment will normally be for a term, and the usual rules for term appointments will apply:

1) Any length, not to exceed 3 years, except to those titles listed in Appendix A to Article XI, Policies of the Board of Trustees; in the latter case, 5-year term only.

2) If the salary exceeds $18,000, the term appointment is subject to approval by the Chancellor.

The official title for the position is the title as it appears on the approved budget certificate for the campus. The professional rank for the position is that which has been established by the State Director of the Budget.

The initial salary for a professional title appointment may not exceed one of the following limits in each case:

<table>
<thead>
<tr>
<th>Rank</th>
<th>First Quartile</th>
<th>Midpoint</th>
<th>Normal Max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$9,350</td>
<td>$11,250</td>
<td>$13,175</td>
</tr>
<tr>
<td>2</td>
<td>13,250</td>
<td>15,100</td>
<td>16,950</td>
</tr>
<tr>
<td>3</td>
<td>16,975</td>
<td>18,850</td>
<td>20,725</td>
</tr>
<tr>
<td>4</td>
<td>21,300</td>
<td>23,800</td>
<td>26,300</td>
</tr>
</tbody>
</table>
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The applicable limit is the midpoint salary in most cases. A salary above the midpoint (but not to exceed the normal maximum) may be offered only with prior approval of the Chancellor, obtained through submission to this office of a UP-3 Form and vita along with a brief justification. If the campus has an "impacted" grade (i.e., the average salaries for all positions in the grade exceed the midpoint average), then the maximum appointment salary is the first quartile salary, and that salary can be exceeded only after gaining approval of the Director of the Budget, which must be sought through this office. Salaries above the normal maximum cannot be cleared except in most unusual circumstances. If the salaries indicated in the table above should change in the future, we will advise you promptly of the new figures.

In addition to all of the above constraints and approvals, there may be equally important local considerations such as the funds available in the position as currently budgeted. Please feel free to add further instructions as applicable to your local situation.

Questions relating to establishment and reclassifications of positions should be addressed to Mr. Barber and his staff; questions relating to appointments and clearances thereof should be addressed to Mr. Peterson and his staff. We are all available to give you assistance with appointments in any way possible.

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated campuses

Copies for information only sent to:

Deans, Statutory Colleges
Presidents, Community Colleges
Chancellor Kibbee
Dean McGrath
President Rose
President Carson
Vice Provost Risley