



2 **UNIVERSITY OF WYOMING REGULATIONS**

3 **Subject:** Compensation for Academic Personnel

4 **Number:** UW Regulation 2-3

5 **I. PURPOSE**

6 To establish policies and procedures for establishing compensation for Academic
7 Personnel, including salary for initial appointments and changes in salary associated with
8 a change in appointment.

9 **II. DEFINITIONS**

10 **Academic Personnel:** University employees with academic designations and
11 appointments described in UW Regulation 2-1.

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13 **III. COMPENSATION**

14 **A. Base Salary**

15 The base salary for most Academic Personnel is for work assigned as part of the
16 standard workload, including periods when classes may not be in session but when
17 the University is officially open. The base salary for Academic Personnel
18 performing administrative duties and other duties beyond the usual academic
19 assignments and for most other salaried staff employees is for work performed
20 during the fiscal year.

21 **B. Supplementary Compensation from Funds Disbursed Through the University**

22 1. When approved by the appropriate University authorities, full time academic
23 personnel on academic year appointments may earn supplemental pay for
24 additional duties, providing these duties are not included in the standard
25 workload. Supplemental pay will be prorated accordingly. A maximum of an
26 additional 3/9ths of the base faculty salary may be earned in supplemental pay.
27 Any exceptions to this limitation require prior approval of the Provost and Vice
28 President of Academic Affairs, in consultation with the President, and may
29 require prior approval by other offices and federal agencies as well.

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72 **VI. Changes in Appointment**

73 Individuals who are appointed department heads, deans, and vice presidents move in and
74 out of such administrative roles during the course of an academic career. When such an
75 individual accepts increased administrative responsibilities, increased salary may be
76 provided to reflect, in part, the added responsibility. When such increments are provided,
77 a written record should be made thereof in the initial letter of appointment. Upon leaving
78 an administrative position and returning to the faculty or staff, and consistent with Section
79 V of this Regulation, an individual's salary should be reduced to reflect, among other
80 considerations, the change in responsibility and, in some instances, a shift to a nine-month
81 academic year appointment.

82 The Provost and Vice President for Academic Affairs, working in concert with the
83 President, has the responsibility, as delegated by the Board of Trustees, to assure that salary
84 adjustments are made, as appropriate, to reflect changes in roles and responsibilities.

85 **VII. Reappointment After Break in Service**

86 Academic personnel reappointed by the University following a break in service is not
87 guaranteed any appointment or salary considerations and is subject to all provisions of the
88 initial appointment section of this regulation, excepting for those rehired based on a 2-13
89 reorganization. For the sake of clarity, a shift between fiscal year appointment and
90 academic year appointment is not by itself considered a break in service.

91 **VII. Temporary Salary Increase**

92 A temporary increase in salary may be approved by the Provost and Vice President for
93 Academic Affairs to perform the duties and responsibilities of a faculty member or
94 University officer to be absent for two months or more but less than two (2) years or to
95 temporarily fill a vacant position.

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103 **Draft 7-29-21**

104 **Effective Date:** July 1, 2018

105 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic

106 Affairs **Source:** None

107 **Links:** <http://www.uwyo.edu/regs-policies>

108 **Associated Regulations, Policies, and Forms:** None

109 **History:**

110 University Regulation 173; adopted 11/20/2009 Board of Trustees

111 meeting Revisions adopted 11/16/2012 Board of Trustees meeting

112 Revisions adopted 11/20/2015 Board of Trustees meeting

113 Revisions adopted 3/23/2017 Board of Trustees meeting

114 Reformatted 7/1/2018: previously UW Regulation 5-173, now UW Regulation 2-3

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