

456 (13) Principal place of employment.  
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459 8.4 Changes in Appointments and Supplemental Appointments.  
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461 A. Within (30) calendar days of any proposed changes in appointment terms, listed in 8.3 A (1)-  
462 (13), an employee shall receive a written employment document from the University outlining the  
463 proposed changes. ~~No such proposed changes shall become effective and binding on the employee,~~  
464 ~~except an increase in salary rate or promotion to a higher rank, unless and until agreed to and accepted~~  
465 ~~in writing by the employee.~~  
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467 B. An employee who has been given an assignment as a department/unit head is generally  
468 eligible for a change in appointment from nine (9) months to twelve (12) months, depending on the size  
469 and complexity of the department/unit. In addition to eligibility for the adjustment in salary from nine (9)  
470 month to twelve (12) month pay scale, the employee may be awarded a stipend, dependent on the  
471 number of faculty and the complexity of the department/unit.  
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473 C. Promotion Raises  
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- 475 1. All tenured employees and librarians receiving promotions shall receive a 9% increase to  
476 their base salary. In addition, employees promoted to Assistant Professor/Assistant  
477 University Librarian shall receive an additional \$3,000 base increase; employees  
478 promoted to Associate Professor/Associate University Librarian shall receive an additional  
479 \$5,000 base increase; employees promoted to Professor/ University Librarian shall  
480 receive an additional \$7,000 base increase.  
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- 482 2. Employees in the non-tenure "Instructor" track who receive promotion to Instructor II or  
483 Instructor III shall receive a 9% increase to their base salary.  
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- 485 3. All promotion raises shall be effective on the first August 7 following the decision of the  
486 University to grant promotion. Employees on contracts or grants shall receive promotion salary  
487 increases equivalent to similar employees on state funding, provided that such salary increases  
488 are permitted by the terms of the contract or grant, the rules of the funding agency, and  
489 adequate funds are available for this purpose in the contract or grant. Other employees in non-  
490 tenure earning career track positions, dependent, wholly or in the majority, on funded grants,  
491 with approved career track programs, may be awarded promotional increases to their salary  
492 base which shall be paid entirely from grant funds and will not count against the University's  
493 discretionary cap. These promotional increases are to be determined by the funding agencies'  
494 ability to pay.  
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496 D. Change in Appointments.  
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- 498 1. An employee serving on a twelve (12) month appointment may request an academic year  
499 appointment. Similarly, an employee serving on an academic year appointment may  
500 request a twelve (12) month appointment. The President or representative shall carefully  
501 consider such requests, although staffing considerations and other relevant university  
502 needs may prevent them from being granted.  
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- 504 2. Upon approval by the President or representative, and assuming that the assigned  
505 responsibilities remain substantially the same, an employee's base salary shall be adjusted  
506 by 81.8 percent when changing from a twelve (12) month to an academic year appointment  
507 or by 122.2 percent when changing from an academic year appointment to a twelve (12)  
508 month appointment. For an employee whose appointment was previously changed at a  
509 salary adjustment other than 122.2 percent or at a salary adjustment other than 81.8  
510 percent, the percent which is the reciprocal of the percent previously used shall be used  
511 to make the salary adjustment.  
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513 E. Summer Appointments Policy.