

Virginia Commonwealth University
School of Medicine
TEACHING / RESEARCH FACULTY SALARY PLAN
Effective September 1, 2003

BACKGROUND.

The VCU Board of Visitors approved a performance-based faculty incentive plan for all School of Medicine full-time faculty, except administrative and professional faculty, effective on July 1, 1994, coincident with the merger of the School of Medicine and the School of Basic Health Sciences.

In 1998 the VCU Board of Visitors approved a faculty salary plan for School of Medicine full-time faculty performing clinical functions that included a fixed and variable base salary. The clinical faculty salary plan was effective on July 1, 1998 and applies to approximately 460 full-time faculty assigned to the M.D. Clinical and Non-MD Clinical Salary Groups. The VCU Board of Visitors approved revisions to the Clinical Faculty Salary Plan in February 2002.

The **School of Medicine Teaching/Research Faculty Salary Plan** applies to approximately 247 full-time faculty in the basic science and clinical departments assigned to the **Teaching / Research Salary Group**.

TEACHING /RESEARCH FACULTY SALARY PLAN

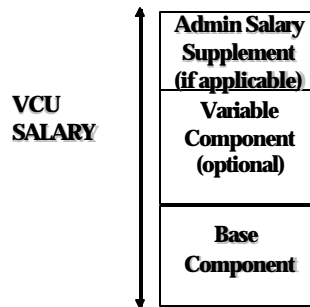
Eligible Faculty: School of Medicine full-time faculty assigned to the Teaching / Research Salary Group.

FACULTY SALARY COMPONENTS

This policy applies to the process for determining the **Annual VCU Salary** for teaching and research faculty. The **Annual VCU Salary** is defined as the combination of the **Base Salary Component**, the **Variable Salary Component** and the **Administrative Salary Supplement Component (if applicable)**. The **Annual VCU Salary** for faculty assigned to the **Teaching / Research Salary Group** is determined according to the University's faculty salary administration process. The Annual VCU Salary shall be reported on all sponsored programs applications as the "institutional base salary".
Salary Administration

The determination of the total VCU salary shall coincide with the University's salary administration process for faculty salary increases, usually on November 25. If no salary increases are scheduled, the salary adjustments for Teaching/Research Faculty in the School of Medicine may still be made with approval of the VCU Board of Visitors.

ANNUAL VCU SALARY



School of Medicine
Virginia Commonwealth University

- a) **Base Salary Component** is determined by the University by rank and assigned salary group. The *Base Salary* is defined as the **minimum** salary level to be a full-time faculty employee of Virginia Commonwealth University. For Teaching/Research faculty who were employed on June 30, 2003, the *Base Salary* is the current University salary, less any administrative salary supplement..

For full-time faculty in the School of Medicine who are assigned to the Teaching/Research Salary Group and who are hired on or after July 1, 2003, the *Base Salary* will be either within plus or minus twenty percent (20%) of the average fixed base salary for faculty at the same rank in the department or within plus or minus twenty percent (20%) of the average AAMC salary for faculty at the same rank and discipline in public medical schools in the Southern region. The Dean may approve exceptions.

Faculty members will retain the *Base Salary* as long as they are employed, without interruption, as full-time faculty members in the School of Medicine. The *Base Salary* at each rank will be adjusted each year by the E&G merit salary increase for each faculty member. Changes to the *Base Salary* for a faculty member will also occur based on changes in rank. The *Base Salary* must be stated in the annual contract letter to faculty.

- b) **Variable Salary Component (optional)** The *Variable Salary* is not required and may vary by faculty member. The *Variable Salary* is established during the annual University faculty salary administration process and is not subject to change until the next University salary review cycle. The *Variable Salary* will be based on the performance, the financial condition of the department, and other criteria including, but not limited to, salary benchmarks, market conditions and salary equity. The *Variable Salary* may be zero for some faculty. Newly hired faculty may have a *Variable Salary* in addition to the *Base Salary*. The *Variable Salary* amount must be stated in the annual faculty contract letter.
- c) **Administrative Salary Supplement Component** An *Administrative Salary Supplement* may be awarded based on defined additional administrative duties and responsibilities. Some examples of those faculty members who would receive an administrative supplement include department chairs, division chairs, program

directors, medical directors, and vice chairs. The amount of the *Administrative Salary Supplement* will be stated separately in the annual faculty contract letter. Faculty are eligible to receive an *Administrative Salary Supplement* only so long as they perform the duties and responsibilities associated with the supplement. The *Administrative Salary Supplement* amount must be stated in the annual contract letter to faculty.

Performance

- a) ***Faculty Performance Plan.*** An annual written ***Faculty Performance Plan*** is required for each faculty member.
- The Performance Plan will be for the next performance review cycle (typically a one-year period).
 - The Performance Plan must be prepared by the faculty member and approved by the department chair or division head.
 - The Performance Plan must identify expected levels of effort and outcomes/productivity for each faculty member including quantitative and qualitative measures.
 - The Performance Plan must be reviewed with the faculty member.
- b) ***Faculty Performance Evaluation.*** An annual written ***Faculty Performance Evaluation*** is required for each faculty member. The ***Faculty Performance Evaluation*** must identify the extent to which the faculty member achieved or exceeded the prior year's ***Faculty Performance Plan***.
- The Performance Evaluation must reference the Performance Plan agreed to for the period being evaluated (prior 12-month period).
 - Department chairs should encourage faculty to prepare a self-evaluation of performance.
 - The Performance Evaluation must be prepared by the department chair or division head. Evaluations prepared by the division heads must be approved by the department chair.
 - The Performance Evaluation must include specific qualitative and quantitative measures of performance against the expectations set forth in the Performance Plan.
 - The Performance Evaluation must be linked to the salary determination process.
 - The Performance Plan must be reviewed with the faculty member.

EFFECTIVE DATE.

The School of Medicine Teaching/Research Faculty Salary Plan will be effective September 1, 2003.