Overview

Professional-track faculty in the Department of English Language and Literature are appointed and reappointed within the two merit-based compensation steps below based on their academic and professional qualifications as measured against the department’s requirements and instructional needs.

Compensation Steps

Step 1

New and returning professional-track faculty will generally be appointed as Step 1 unless they, upon review by the hiring authority and/or their direct supervisor, are determined to meet the requirements for appointment as Step 2.

Step 2

Consideration for appointment or reappointment as Step 2 requires proof of one of the following set of qualifications:

1. Doctorate (includes Ph.D. and Ed.D.), or
2. Master’s or equivalent professional degree (includes MA, MD, MFA, MS, and JD) and five years of successful full-time collegiate-level teaching or other directly relevant professional experience, or an equivalent combination of part-time professional and teaching experience, or
3. A bachelor’s or equivalent professional degree (includes BA, BS) and eight years of successful full-time collegiate-level teaching or other directly relevant professional experience, or an equivalent combination of part-time professional and teaching experience

Classification

New hires will be considered for appointment to Step 2 based on their qualifications as measured against the advertised position, the compensation step requirements above, and the instructional needs of the program. The hiring official will review the candidate’s qualifications and provide the business office with documentation to substantiate the requested classification.

Qualification for merit-based increase to Step 2 for returning professional-track faculty shall not be automatic but will be recommended by the faculty member’s direct supervisor and confirmed by the department chair. It is assumed that candidates for an increase to Step 2 will have demonstrated excellence in teaching and will have provided exceptional service to the department and University. Merit-based increases to Step 2 can only be allocated during fiscal years when the University allows merit-based increases and when merit funds are available.

Candidates for appointment or step increase may be required to provide proof of qualifications that include, but are not limited to: curriculum vitae or resume, proof of degree(s), professional references, and/or a teaching portfolio.

Approvals

All appointments and step increases are subject to final approval by the direct supervisor, department chair, dean, provost, president, and/or their designees, and are not guaranteed. All merit-based increases are subject to the availability of funds.