

ARTICLE [x]. Compensation

Purpose.

The compensation article will detail the guidelines and procedures for the provision of salaries and specific non-salary benefits provided by the Employer to members of the Association. This article will dictate the procedures for identification of subgroups within the association, appropriate comparators and calculations for base salary for each subgroup, and provide tables of salaries based on years of service at each rank within each of the groups in order to avoid wage compression. Furthermore, this article will detail adjustments and additions to base salary for the provision of additional education or training as well as additional compensation for overload and online instruction as well as potential merit based adjustments. Finally, areas in the form of unique salary and non-salary compensation such as family medical leave, sabbatical, vacation, health and dental will be addressed as well.

Section 1. Association Subsets for Comparator Analysis

Due to the unique and diverse makeup of Oregon Institute of Technology, there is no individual group of comparators that would enable a direct comparison of salaries and non-salary benefits for the purposes of salary identification. Rather, a partitioning of faculty, each subset with their own comparison group, would better serve this purpose.

Subset 1. Engineering, Technology, and Mathematics

Faculty members of departments included in this group include all departments under the college of ETM (Engineering, Technology, and Management) except for the management department. Due to the type and applied nature of the mathematics courses, degree programs, and required expertise of faculty at Oregon Tech, the department of Applied Mathematics shall also share this comparison group so as to be compared with peer institutions rather than departments of mathematics education or pure mathematics.

Subset 2. Management

Faculty members of the department of Management will be compared against peer institutions selected based on schools with similar degree programs and emphasis. This will require its own comparison group as has been demonstrated historically within this institution.

Subset 3. Health, Arts, and Sciences

Faculty belonging to the school of Health, Arts, and Sciences will compose this group with the exception of the department of Applied Mathematics. Due to the unique structure of Oregon Tech, selection of an independent comparator group for this subset of faculty will provide a much more consistent representation of peer salaries.

Subset 4. Library Faculty

Oregon Tech librarians are classified as faculty by both Parties. These are not faculty teaching library sciences, and thus alternative methods of position classification and salary determination is necessary for this subgroup as the standard methods for the above groups do not apply.

Section 2. Disciplinary Codes

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47 For faculty subsets excluding library faculty, disciplinary codes (CIP) are assigned based on their
 48 academic department/assignment. Departmental comparisons for salary calculation are dependent
 49 on the assigned CIP codes. The Classification of Instructional Program (CIP) codes provide a
 50 “taxonomic scheme” developed by the U.S. Department of Education’s National Center for
 51 Educational Statistics. A complete listing of CIP codes is provided at
 52 <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

53
 54 CIP Codes for Oregon Tech Academic Departments

Department	CIP
Civil Engineering	14
Communication	09
Computer Systems Engineering Technology	14
Dental Hygiene	51
Medical Laboratory Sciences	51
Electrical and Renewable Energy Engineering	14
Emergency Medical Services	51
Geomatics	14
Humanities and Social Sciences	42
Library	NA
Management	52
Manufacturing and Mechanical Engineering	14
Mathematics and Statistics, Applied	30
Medical Imaging Technology	51
Natural Sciences	26
Respiratory Care	51

55
 56 **Section 3. Comparator Studies**

57 Comparator groups will be determined based on institutions similar to Oregon Institute of
 58 Technology based on weighted averages of data from the IPEDS (Integrated Postsecondary
 59 Education Data System) data base. During each cycle of re-negotiation, comparator lists will be
 60 updated based on the methodology provided below. This methodology will mimic the MGT
 61 consulting group 2017 report commissioned by Oregon Tech with changes made to the weightings
 62 based on producing three separate comparator lists. Library faculty will have a different procedure
 63 entirely due to the necessity of differing calculation methods.

64
 65 Subsection 1: Engineering, Technology, and Mathematics

66 Comparator Group: Using Data from IPEDS, a comparator group will be based on the top 50
 67 institutions identified from the following weighted categories:

- 68 1. Size (10% of total score):
 - 69 a.) Total Expenditure (excluding Capital Outlays)
 - 70 b.) Estimated Total FTE Enrollment

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- 71 2. Selectivity (10% of total score):
- 72 a.) Composite of SAT/ACT Midpoint Percentile
- 73 3. Resources (15% of total score):
- 74 a.) Total Expenditures per FTE student
- 75 b.) Total Expenditures per Degree Awarded
- 76 c.) Endowment per FTE Student
- 77 4.) Institutional Characteristics (15% of total score):
- 78 a. Percent of Degrees/Awards less than Bachelor's
- 79 b. Percent of Degrees/Awards greater than Bachelor's
- 80 c. Instruction Expenditure as percent of Instruction/Research/Public Service
- 81 5.) Program Offerings (50% of total score)
- 82 a.) Percent of Bachelor Degrees in CIP 14
- 83 b.) Percent of Bachelor Degrees in CIP 15
- 84 c.) Percent of Bachelor Degrees in CIP 27 and 30
- 85 d.) Number of Bachelor Degrees in CIP 14
- 86 e.) Number of Bachelor Degrees in CIP 15
- 87 f.) Number of Bachelor Degrees in CIP 27 and 30
- 88

89 Subsection 2: Management

90 Comparator Group: Using Data from IPEDS, a comparator group will be based on the top 50
91 institutions identified from the following weighted categories:

- 92 1. Size (10% of total score):
- 93 a.) Total Expenditure (excluding Capital Outlays
- 94 b.) Estimated Total FTE Enrollment
- 95 2. Selectivity (10% of total score):
- 96 a.) Composite of SAT/ACT Midpoint Percentile
- 97 3. Resources (15% of total score):
- 98 a.) Total Expenditures per FTE student
- 99 b.) Total Expenditures per Degree Awarded
- 100 c.) Endowment per FTE Student
- 101 4.) Institutional Characteristics (15% of total score):
- 102 a.) Percent of Degrees/Awards less than Bachelor's
- 103 b.) Percent of Degrees/Awards greater than Bachelor's
- 104 c.) Instruction Expenditure as percent of Instruction/Research/Public Service
- 105 5.) Program Offerings (50% of total score)
- 106 a.) Percent of Bachelor Degrees in CIP 52
- 107 d.) Number of Bachelor Degrees in CIP 52
- 108

109 Subsection 3: Health, Arts, and Sciences

110 Comparator Group: Using Data from IPEDS, a comparator group will be based on the top 50
111 institutions identified from the following weighted categories:

- 112 1. Size (10% of total score):
- 113 a.) Total Expenditure (excluding Capital Outlays
- 114 b.) Estimated Total FTE Enrollment
- 115 2. Selectivity (10% of total score):
- 116 a.) Composite of SAT/ACT Midpoint Percentile
- 117 3. Resources (15% of total score):

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- 118 a.) Total Expenditures per FTE student
- 119 b.) Total Expenditures per Degree Awarded
- 120 c.) Endowment per FTE Student
- 121 4.) Institutional Characteristics (15% of total score):
- 122 a.) Percent of Degrees/Awards less than Bachelor's
- 123 b.) Percent of Degrees/Awards greater than Bachelor's
- 124 c.) Instruction Expenditure as percent of Instruction/Research/Public Service
- 125 5.) Program Offerings (50% of total score)
- 126 a.) Percent of Bachelor Degrees in CIP 9 (3% of weighting)
- 127 b.) Percent of Bachelor Degrees in CIP 26 (3% of weighting)
- 128 c.) Percent of Bachelor Degrees in CIP 42 (6% of weighting)
- 129 d.) Percent of Bachelor Degrees in CIP 51 (13% of weighting)
- 130 e.) Number of Bachelor Degrees in CIP 09 (3% of weighting)
- 131 f.) Number of Bachelor Degrees in CIP 26 (3% of weighting)
- 132 g.) Number of Bachelor Degrees in CIP 42 (6% of weighting)
- 133 h.) Number of Bachelor Degrees in CIP 51 (15% of weighting)

134
135 Subsection 4: Library Faculty

136 As the standard CUPA data that will be used to retrieve faculty salaries describes faculty teaching in
137 library sciences rather than functioning as professional librarians, a composite list will be formed
138 from the previous lists and a different data source used to determine library position salaries.

139
140 1.) The composite list shall be composed of the first twenty (20) schools from subsection 1
141 (Engineering, Technology, and Mathematics), twenty (2) schools from subsection 3 (Health, Arts,
142 and Science), and ten schools from subsection 2 (Management).

143
144 2.) Library salaries for comparison will need to be pulled from the Data on Demand CUPA
145 professional survey. To identify the appropriate job descriptions, meetings were conducted with the
146 librarian group to determine their job descriptions. As discussed at this meeting, all librarians are
147 responsible for general librarian services, while about 50% of each of their time is spent on one or
148 two areas of specialty. Once the job duties were identified, the matching CUPA positions were
149 selected as a data source for the Librarian Study.

Library Position Code/Title
[402020] Librarian - Head of Technical
[402030] Librarian - Head of Public
[402040] Librarian - Head of Cataloging
[402050] Librarian - Head of Collection
[402060] Librarian - Head of Special
[402065] Librarian - Systems/Digital
[402170] Librarian - Head of Reference

151
152 Subsection 5: Maintenance and Transparency

153 a.) Comparators will be re-calculated once every negotiation period and when any major
154 shift happens (for example, changing Carnegie classification or other major component of the
155 weighting where comparators are determined.)

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b.) The lists of comparators will be published on the Office of Human Resources website.

Section 4. Educational or Credential Adjustment

Faculty who hold a degree equivalent to a terminal degree as awarded in the United States within their teaching field or a related field shall be awarded a 3% adjustment to their base salary over the minimum calculated from the base salary tables. Faculty without a terminal degree that maintain an industry licensure or certification required for practice shall be awarded a 1.5% adjustment to their base salary.

The terminal degree for all the CIP codes listed above, except CIP 51 and Library, is a PhD. For CIP 51 and Library the terminal degree is a Master's.

Section 5. Promotion and Review Salary Adjustments

a.) All bargaining unit faculty members in the Tenure-Track and Tenured Professor classification who achieve promotion will receive an increase of at least 10% of the base salary or to the floor of the faculty member's discipline rank, whichever is greater.

b.) A bargaining unit faculty member with an appointment of Instructor 1 without a master's degree or higher who earns a higher degree or credential shall be awarded with a change to the appropriate salary (step and column) during the next annual appointment. Likewise, a tenure track or tenured faculty obtaining a credential or terminal degree shall be awarded with a change to the appropriate salary (step and column) during the next annual appointment. If any of these changes coincide with a promotion, the base salary post promotion will be accounted at the appropriate step corresponding with years of service under the new classification.

c.) Faculty at the Associate and Full Professor levels who have earned tenure undergo a post-tenure review process. Successful outcomes of a post-tenure review process will be represented as follows:

1) Satisfactory – The faculty member shall skip 1 step increase (i.e from step 15 to step 17)

2) Excellent – The faculty member shall skip 2 step increases (i.e. from step 15 to step 18) a \$2500 one-time bonus shall be awarded to the faculty member. The \$2500 one-time bonus shall be updated yearly based on the yearly average Western Region CPI-U as reported by the Bureau of Labor Statistics.

3) Exemplary – The faculty member shall skip 2 step increases (i.e. from step 15 to step 18) and a \$5000 one-time bonus shall be awarded to the faculty member. The \$5000 one-time bonus shall be updated yearly based on the yearly average Western Region CPI-U as reported by the Bureau of Labor Statistics.

4) Faculty at the Assistant Professor level may not have a base salary exceeding the specific salary floor of Associate Professors.

5) Faculty at the Associate Professor level may not have a base salary exceeding the specific salary floor of Full Professors.

6) Faculty receiving an unsatisfactory review during a post-tenure review will undergo an interim post-tenure review during the next year. No financial incentive will be awarded for a faculty achieving "Satisfactory" on an interim post tenure review. Excellent or Exemplary outcomes for an interim post-tenure review shall be rewarded as stated in (c.2) and (c.3) of this Section.

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203 **Section 6. Base Salary Calculations**

204 Base salary (floor salary) will be calculated for each department based on a combination of the CIP
205 code for that department and the mean salary represented in the comparator institutions as retrieved
206 from the CUPA database from the 2018-2019 school year. Step increases based on years of service
207 and education/credential will be represented by tables within the appendix to this article.
208

209 Base salary shall be adjusted yearly, on September 15th of each academic year for the duration of
210 this Agreement, according to the cost of living adjustments stipulated below, and for all contracts,
211 regardless of individual starting dates.
212

213 **Section 7. Cost of Living Adjustments (COLA)**

214
215 a.) FY 2019-2020. Effective retroactively to September 15th, 2019, bargaining unit members shall
216 receive a cost of living adjustment of 4.05% to their base salary for the academic year 2019-2020.
217

218 b.) Contracts starting in Fall of 2020 will move all bargaining members up to the base salary they
219 should be earning according to the tables provided in the Appendix. Those above their current step
220 will not have a change in base salary outside of the cost of living adjustment noted above.
221

222 c.) Further fiscal cost of living adjustments will be set equal to the 12-month average regional
223 Consumer Price Index (CPI-U) for the previous 12 months as reported by the Federal Bureau of
224 Labor Statistics for the Western Region. These cost of living adjustments will be added to base
225 salaries effective September 15th of every academic year, for all contracts, regardless of individual
226 contract starting dates. This adjustment shall occur every academic year covered under this
227 Agreement, retroactive to the starting date of each academic year.
228

229 **Section 8. Retention and Equity Adjustments**

230 Retention

231 In order to facilitate retention of faculty, the Provost or designee together with OT-AAUP
232 representatives will establish a retention salary adjustment process describing the criteria and
233 procedures to be used in making a retention adjustment for bargaining unit faculty members. The
234 retention salary adjustment policy will be published on the Office of Human Resources website.
235 The Provost or designee will notify the Association of any retention adjustments made to the salary
236 of a bargaining unit member.
237

238 Equity Studies

239 a.) Academic Affairs administration will conduct an annual equity review of compensation
240 for faculty at all ranks and positions. This analysis should review faculty compensation based on
241 Oregon's Equity Pay Act to determine there is no bias based on a protected category. The review
242 should be based on the following qualifying systems:

243 1.) Faculty Rank (see rank section)

244 2.) Seniority

245 b.) An annual report of this review will be made available to faculty by posting on the Office
246 of Human Resources website.

247 c.) The process proposed for retention and equity is grievable under this Agreement, as per
248 the Article [x] on Grievances.

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249
250 Salary adjustments for retention or equity will be made to the base salary by changing the “step” of
251 the faculty member(s) on the salary tables within this Article. Record of the reasons for the step
252 change will be reflected in the faculty personnel files and within the Office of Human Resources
253 database system so that results of compensation analysis for equity and potential discrimination will
254 not be biased due to loss of this information.
255

256 **Section 9. Stipends**

257 Stipends shall be compensated and recorded separately from base salary and never included within
258 this calculation so as to preserve the value of the base salary for comparison against step and time in
259 rank. Clear documentation of the reasons for stipends will be maintained. The purpose of this is to
260 maintain comparability between faculty salaries for purposes of analysis of compression and possible
261 sources or claims of wage, gender, age, or other discrimination.
262

263 **Section 10. Merit Compensation**

264 The Employer may allocate funds to be distributed for merit compensation on a yearly basis, for all
265 bargaining members. A Merit Committee shall be appointed (including equal representatives from
266 Academic Affairs and OT-AAUP, with no more than 6 total serving on the committee) to determine
267 the appropriate distribution of these funds annually. Standards for awarding merit raises shall be
268 established and reviewed by the Merit Committee annually, and communicated to all faculty by the
269 end of the fourth week of Fall term on the Office of the Provost’s website. Individual faculty, the
270 Office of Human Resources and the Office of the Provost shall be informed by the end of May of
271 every academic year of merit pay awards. Allocated merit funds shall be expended on a yearly basis.
272

273 **Section 11. Sabbatical Leaves**

274 Sabbatical compensation will be as addressed in Article [x] on Sabbatical Leave. Faculty on
275 sabbatical shall still be eligible for pay increases due to step (years of service), promotion, COLA,
276 and other pay increases during their time on sabbatical.
277

278 **Section 12. Geographic Adjustments**

279 Due to differing locations of campuses, costs of living and travel differ for bargaining members
280 located at different campuses.
281

282 Metro Location Housing Stipend: Due to the high cost of housing in metro locations (Seattle,
283 Wilsonville, or Salem), faculty working at a campus in a metro location will receive a Geographic
284 Stipend in addition to their salary. The value of the stipend will be equal to the difference between
285 the housing allowances used by the U.S. Department of Veterans Affairs for Klamath Falls and the
286 metro campus, plus 20%. The housing allowance calculator is located on the [Veterans Affairs
287 website under GI Bill Comparison Tool](#). For example, in November 2019, the GI- bill housing
288 allowance for Oregon Tech students attending school on the Klamath Falls Campus was
289 \$1,290/month and \$2,409/month for Portland Metro Students. The difference between these two
290 values is \$1,119/month, and therefore the monthly stipend would be \$1342.80/month would be
291 paid to Portland Metro faculty; this is a total of \$16,113.60 per year.
292

293 This tool will be used annually in September to calculate the Geographic Stipend metro area faculty
294 will receive for that academic year. This stipend will be equal for all faculty members employed on

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295 that campus and will be paid out for 12-months for all faculty regardless of the faculty’s contract
296 duration.
297

298 **Section 13. Payment of Salary**

299 Members of the Association may opt to be paid in 9 or 12 equal monthly installments consistent
300 with IRS regulations. Salary shall be paid by direct deposit except in the case of emergency or unless
301 another method of payment is required by law. Pay for yearly overload shall be added to the
302 member’s payment in June paycheck. Corrections to monthly salary paychecks shall be implemented
303 as soon as possible, but no more than 30 days from a faculty’s notification to the Office of Human
304 Resources of payment errors. Payment options shall be agreed to with the affected faculty.
305

306 **Section 14. Additional Initial CBA Salary Topics**

307 The 2019-2020 CBA is the first negotiation period with the Association and the Employer. As such,
308 individual adjustments and calculations must be included within this documentation.
309

310 A. Geographic Adjustment Normalization

311 Faculty at the Wilsonville campus were presented with differing contractual implementation of the
312 geographic stipend model when first implemented. For some, this stipend was added to base salary,
313 others had it added as a “stipend,” and still others did not receive the stipend adjustment at all.
314 These NEED to be fixed. All faculty receiving a metro campus stipend will have the stipend
315 separated from their base salary and included under a “stipend” category. Faculty who do not
316 currently get this stipend will be awarded the metro location stipend.
317

318 B. Non-regression of Wages

319 For faculty members whose current wages exceed those provided within the tables, no downward
320 adjustment of wages shall take place.

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