9-month Pay Guidelines – Hire, Term/Ret, Mid-Year Pay Change

Hires

- For primarily teaching appointments
  - First Semester Begin Date:
    - Effective date of hire should be date teaching commences in August. Payment is the full 9-month salary paid either beginning from hire date or 9/1/xx and spread through the following May.
    - If stipulated in the offer letter the date of hire can be as early as June if the department has identified extra month(s) salary as summer pay.
  - Second Semester Begin Date:
    - Effective date of hire can be as early as 1/1/xx
    - Payment is determined as 5/9th of full 9-month salary. If the start date is after 1/1, pay is calculated using the days worked/working days proration.
  - Hires at any other point after the academic start are paid from the effective date of hire stated in the offer letter.
    - Pay is determined from the remaining months in the current 9-month academic year, using the days worked/working days proration when the hire date is not the first of the month. (e.g. A November 10, 2021 hire date will be paid 6.77272 ninth's of the full 9-month annual salary)

- For primarily research appointments
  - Pay is due based on the appropriate x/9ths of their full 9-month salary using the days worked/working days proration when the hire date is not the first of the month.

Voluntary Terminations or Retirements

- For primarily teaching appointments
  - At completion of first semester, the faculty member is due half of their 9-month salary. Due to service credit requirements, the termination or retirement date will be 3/1/xx and the remaining half of the contract (and any ENP if applicable) will be paid out over January and February.
  - At completion of second semester, the faculty member is due their full 9-month salary. Due to service credit requirements, the termination or retirement date will be 9/1/xx and (if applicable) will be paid out over June-August. Summer pay may also be paid over the final summer months.

- For primarily research appointments
  - At the point of termination or retirement, the faculty member is due the appropriate x/9ths of their full 9-month salary. Effective date and contract payouts are the same as primarily teaching appointments.

Involuntary Terminations (teaching and research appointments)

- Effective date of termination will be date faculty member is dismissed.
- Pay is determined based on the appropriate x/9ths of their full 9-month salary using the days worked/working days proration.
- Retirement will be notified by CAPS for service credit purposes.

Mid-year Pay Changes

- Pay increases or decreases are determined by combining the x/9ths of the new full 9-month salary to the x/9ths of the prior full 9-month salary, using the days worked/working days proration if necessary.