

**ACADEMIC AFFAIRS COUNCIL**

**AGENDA ITEM: 5.E**

**DATE: April 3, 2013**

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**SUBJECT: Changes for Faculty Contract/Cover Letters**

Last month, AAC discussed the Council of Presidents requested that the HR Directors explore an alternative method of providing the Oklahoma Salary Survey market comparison information to faculty members for their discipline and rank. As was stated, the Interim Terms and Conditions requires that this be provided to each unit member. After some discussion, the Council developed a recommendation that was forwarded to COPS.

The presidents considered this when they met and they directed staff to consider another alternative. Rather than include this within the cover letter, it was recommended that this be sent by e-mail. To this end, the following message including the recommended language has been circulated to the campuses (see Attachment I).

Members of the Council should be prepared to discuss this approach.

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**RECOMMENDED ACTION**

Discussion.

**From:** Basel, Barbara

**Sent:** Monday, March 25, 2013 6:23 PM

**To:** Bastian, Kayla; Bostian, Susan; Grassel, Nancy; Harder, Maria; Larson, Mary; Loban, Louise; Mannhalter, Rachel C.; Mitchell, Deb - SDSBVI/SDSD; Shuman, Kelli R.; Sorensen, Lisa; Wasley, Emery; Zak, Diane S

**Cc:** Corwin, Douglas; Rupp, Kalene; Shekleton, Jim; Gingerich, Sam

**Subject:** Oklahoma Faculty Salary notification

As a result of the COPS meeting last week, we are not going to deploy the web based solution to notify the faculty about the OK/CIP data. Instead, the plan is to send a simple e-mail to them. This e-mail should come from each of the campus and the language that was approved by Dr. Warner and Dr. Shekleton is as follows:

“Based on your discipline and responsibilities, you have been assigned the CIP code: xxxxxx. As a result the FY12 average Oklahoma State Faculty salary, based upon 9 months at 100% time, for your discipline and rank is: \$000,000.”

We can visit more about mechanics of the notification over the next few weeks. Please share this with your Academic Vice-Presidents and others that should be aware of this change since it will the language will no longer be a part of the cover letter.

***Barbara A. Basel, SPHR***

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