

X. Compensation, Personnel Records and Benefits Offered

A. Determination of Salary

The criteria for evaluating the performance of faculty members appear in the *Standards and Procedures for Promotion and Tenure*. (See Appendix C.) These criteria are applicable in all decisions requiring the assessment of merit of faculty members for the purpose of awarding compensation and advancement. Procedures for the annual review of individual faculty members' performance have been developed by each of the academic unit heads. The dean of a college or school makes recommendations concerning salaries and other conditions of appointment to the Provost. In the case of an academic unit in a college with departments, the dean considers evaluations made by the department chairs in developing these recommendations. In the annual appointment letter, a faculty member is notified of the university's offer of compensation during the following academic year.

B. Appeals for Adjustment in Salary

1. If a faculty member believes the salary offered for the next year to be less favorable than warranted on the basis of merit, the faculty member may request, and the dean shall provide, an explanation of the salary assignment. If the faculty member requests an adjustment in salary, he or she will be expected to demonstrate that his or her contributions either were not taken into consideration or were not given the appropriate significance in making the decision on salary. If the dean decides that there is some justification for the faculty member's request for a salary adjustment, he or she may attempt to achieve an agreement that is acceptable to the faculty member and to the university. If the dean does not support the faculty member's request for salary adjustment or if attempts to reach an agreement fail, the faculty member shall, after informing the dean of his or her intention to pursue the request for salary adjustment, seek to reach a satisfactory arrangement by negotiating directly with the Provost.
2. If, following the steps pursued in subsection 1, the faculty member continues to find unacceptable the salary offered to him or her, he or she may pursue an appeal by apprising the Provost within 20 days of receiving a final determination from the Provost. The Provost then shall within 10 days notify the faculty member's dean of such appeal. The Provost shall convene a meeting within a reasonable time of the deans of IIT's colleges and schools, except for the dean of the academic unit from which the faculty member received his or her salary. At the meeting, this Salary Appeal Panel shall designate a subcommittee of at least three panel members, and the Panel shall further designate the chair of the subcommittee.
3. The subcommittee shall evaluate all documents submitted by the faculty member, as well as by the faculty member's academic unit head, dean (in the case of a faculty member who is located within a department of a college), and the Provost. The faculty member may appear before the subcommittee in person to present evidence in support of his or her appeal, or he or she may submit a statement in writing in lieu of a personal appearance. The subcommittee shall evaluate the appeal in light of the contributions to the work of the university expected of, and made by, other faculty members of the applicant's academic unit. Within 100 days after receiving the appeal, the subcommittee shall report and recommend to the President either that:
 - (a) the appeal is justified by the evidence presented and so an upward revision of the salary should be made; or
 - (b) the appeal offers insufficient evidence to indicate that any revision of salary should be made, and so the appeal should be denied.

4. The President shall review the recommendation of the Panel and shall render a final decision. The Provost shall inform the faculty member of the decision.

C. Compensation

Salaries of faculty and other academic personnel are paid in 12 equal monthly installments, each on the last full working day of the month. Each installment is automatically deposited in the employee's bank account.

Personnel record forms must be completed and returned before a faculty member may be added to the payroll. Federal and state income taxes and other deductions required by law are withheld from each paycheck. Payment of the individual's contribution for participation in any IIT benefit plans is also made by payroll deduction.

D. Maintenance of Personnel Records for Faculty Members

Faculty personnel records are maintained in the Office of Human Resources, the Office of the Provost and in the faculty member's academic unit. Any change in name, home address, phone number, or citizenship status should be reported to the academic unit head, to the Office of the Provost, and to the Office of Human Resources.

Each faculty member is requested annually to complete a form providing information concerning research accomplishments, publications, and professional activities during the previous year. These forms become a part of the permanent personnel record for the faculty member and may be consulted in determining increases in salary and/or awards.

E. Faculty Travel

IIT recognizes the desirability of faculty participation in the activities of professional societies, presentation of papers, and discussion and participation in the context of technical and administrative committees, both national and local. The university encourages these activities by paying some or all of the necessary travel expenses within the limitations imposed by budgetary constraints.

Expenses incurred by faculty on approved university business will be reimbursed on the basis of the actual costs of transportation and living expenses, subject to IIT regulations. Faculty are expected to exercise judgment and economy in maintaining expenses at reasonable levels. Reimbursement requests must be fully detailed and must include receipts for travel and room accommodations.

F. Membership in Professional Societies

The university encourages its faculty and staff to participate in appropriate professional societies, associations, and organizations, unless participation interferes with the regular performance of university duties. Membership dues for organizations are paid by the individual faculty or staff member, unless the memberships are institutional.

G. University Holidays

Officially designated paid holidays for all university personnel are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Memorial Day, and Independence Day. Two additional - holidays are selected and announced each year.

H. Vacations

Because academic appointments are normally made on a nine-month basis, no vacation time is specified, except for legal holidays. Faculty members on nine-month appointments are expected to be generally and continuously available on campus during the entire academic year, including during student recesses. The academic year extends from the first day of orientation for the fall semester to commencement exercises for the spring semester. Sections in this handbook describing faculty responsibilities during the academic year and the policy on the summer session provide more complete details. (See Section VI.)

I. Retirement Benefits

IIT offers two retirement programs, one funded through the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF), and the second funded through Fidelity Investments (Fidelity). Both programs are described in detail in the *Summary Plan Description* furnished to each employee at the time of employment and made available for inspection in the Office of Human Resources. The provisions of the *Summary Plan Description* are controlling.

Specific information about the programs, including eligibility, the university's contribution, plan investments, and applications, can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available on the IIT Web site. Provisions of the programs relating to faculty include:

1. Eligibility

Eligible Employees:

full-time employees;
full-time faculty;
full-time senior research associates;
full-time research associates;
part-time employees regularly
working at least 23.25 hrs./wk.

Not Eligible:

temporary employees;
adjunct and part-time faculty;
student employees, including RA, TA, GA;
part-time employees working less
than 23.25 hrs./wk.

2. Time Frames for Eligibility

- a. Administrative officers and faculty become eligible for participation on the first day of the month following completion of one year of employment.
- b. Prior employment immediately preceding hire date, with a qualifying not-for-profit educational or research organization, including IIT or IITRI, may be substituted for the waiting period, making the employee eligible for immediate participation.

3. Plan Contributions

After the employee has completed the required documents, the university will contribute 5 percent of the employee's base salary to either retirement program. In addition, the university will increase its contribution by matching the employee's contribution up to a maximum additional contribution of 4 percent. Total IIT and employee contributions to either program must not exceed the amount mandated by current federal tax law.

4. Plan Investments

Under either program the employee may determine the portion of the combined sum to be allocated to purchase a fixed-income annuity or an equity fund annuity. The allocation may be changed at any time by contacting the plan. Participation for a minimum of one year in either TIAA-CREF or Fidelity is required before an employee can request transfer to the other plan.

5. Participation While on Leave of Absence or Upon Separation

To be eligible for participation in the retirement plan, the employee must be on the active payroll. Therefore, while on unpaid leave, on workers' compensation leave, and upon separation, participation in the plan will be suspended.

J. Group Hospitalization and Medical-Surgical Insurance

IIT offers a group plan for hospitalization and medical-surgical insurance. All regular full-time employees may secure coverage within 30 days after application, typically on the first day of the month following the month in which employment begins. The university pays a portion of the cost for various types of coverage. Specific information regarding health care coverage can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

K. Group Life Insurance

The university provides a group decreasing-term life insurance plan for its employees. Full-time members of the faculty and administrative officers are eligible for insurance under the plan as of the first day of the month coinciding with, or next following, the initial date of employment. Specific information regarding group life insurance can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

L. Long-Term Disability Benefit Plan

IIT offers a plan for total disability insurance in which eligible employees are automatically enrolled. Specific information regarding the long-term disability benefit plan can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

M. Dental Plan

The university offers a plan for dental benefits in which eligible employees may participate on a voluntary basis at their own expense. This program offers both a preferred provider option and a managed network dental program with over 500 general family dentists practicing in the Chicago metropolitan area. Specific information regarding dental insurance can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

N. Flexible Spending Accounts

Full-time faculty and staff are eligible to participate in a flexible spending program, which allows the employee to pay, on a before-tax basis: (1) health care coverage premiums; (2) certain medical expenses that are not covered under the university's health care plan; and (3) certain dependent (child and elder) care expenses. Participation is on a fiscal year schedule. Specific information flexible spending accounts can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

O. Social Security and Medicare Benefits

The university and employee each pay equal amounts toward the FICA and Medicare taxes, as established by the Social Security Administration.

P. Educational Benefits

Spouses, eligible domestic partners, and dependent children of full-time faculty members are eligible for tuition waiver for undergraduate study and a 50 percent tuition waiver for graduate work. Tuition credit from IIT funds will be reduced by any amount of financial aid from outside sources for which the student may qualify. Details of the tuition benefit can be found in the *IIT Human Resources Policies and Procedures Manual*, which is available at the IIT Web site.

Faculty members and staff are also eligible to participate in a tuition scholarship exchange program to which IIT and several hundred other colleges and universities belong. To enable full-time faculty members to acquire additional expertise or to broaden their knowledge outside their areas of specialization, full-time faculty members may audit courses without tuition charge, subject to the provisions for granting permission to audit courses to graduate students. No full-time faculty member of the rank of assistant professor or above may be a candidate for any degree offered at IIT except with the specific approval of the Provost. If a full-time faculty member wishes to take a course for credit, whether or not that credit may be applied toward requirements for a degree from IIT, an application for a tuition scholarship may be obtained from the Office of Human Resources and, once submitted, must be approved by the Vice Provost for Academic Affairs. Full-time faculty members may apply for a waiver of the registration fee for offered courses that do not yield academic credit.

Payment of regular tuition is required of all faculty members not in full-time employment status. Graduate teaching assistants and graduate research assistants hold tuition scholarships in addition to the stipend awarded, according to the terms of their appointments.

Faculty and their family members who register for courses shall be given the same considerations and shall be held to the same expectations that apply to other IIT students with regard to qualification for admission to a degree program, meeting prerequisites for registering in a given course, and fulfilling requirements for a degree.