This Faculty Compensation Handbook was developed by the Office of the Senior Vice President and Provost in consultation with University Human Resources. It offers an organized compilation of existing institutional policies and guidelines relative to faculty compensation.

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Section 1: Introduction
This Faculty Compensation Handbook brings together the compensation policies and guidelines that apply to all tenured/tenure-eligible and term faculty in all job profiles in the Faculty job family at Iowa State University. This Handbook is designed to aid those involved in the process of making and implementing compensation decisions in alignment with the University’s established compensation philosophy and strategy. The guidelines and policies described in this Handbook should be applied consistently, in compliance with related federal and state law and University policy, regardless of the source of funding for faculty compensation.

The Office of the Senior Vice President and Provost (SVPP) is the administrator of policies and guidelines regarding faculty compensation. Questions should be directed to the Faculty Personnel and Policy Director, SVPP Office.

Section 2: Faculty Compensation Philosophy, Policy
Compensation philosophies ensure that compensation programs support an organization’s culture, business strategy, and objectives. Iowa State University is committed to ensuring equitable and competitive pay practices in policy and in the administration of faculty compensation within all faculty ranks and disciplines.

The compensation philosophy integrates total compensation by providing salary and benefits to attract, retain, and reward a diverse workforce – this is vital to fulfilling the mission and strategic goals of the University.

Institutional policy establishes expectations about performance management and a process for setting annual meritorious increase parameters – ultimately linking pay to performance. (See Compensation Administration Policy and Faculty Handbook 4.1.) The policy should serve to motivate employees and to recognize and reward high performers.

Faculty Compensation Strategy
Compensation strategy are principles that guide the design, implementation, and administration of a compensation program at an organization. Iowa State’s faculty compensation strategy is informed by relevant market data to establish salaries and set forth compensation practices that allow the university to attract, retain, develop, and reward top talent while remaining responsive to budgetary factors/constraints and changing market conditions. This requires academic leaders to be good fiscal stewards and be accountable for compensation decisions.

Section 3: Institutional Base Salary
Institutional Base Salary (IBS) is the established and guaranteed base compensation reflected with FTE proration, if applicable, and funded for the duration of the faculty or faculty administrator appointment (9- or 12-month). The IBS includes budgeted base salary (Base Pay) and any Additional Administrative Salary Allowance, if applicable. IBS is established in the offer letter upon hire or renewal. IBS is used for administration of faculty salary comparisons (via salary surveys, and for summary and individual market/equity reviews).
The IBS excludes supplemental compensation such as Summer Session and Winter Session salary, Named Professor salary, and other variable compensation (i.e., Faculty Exceptional Performance Pay (EPP), Faculty Incentive Salary Increment Program (FISIP) increment, Additional Compensation and Teaching Overload pay, and one-time payments in recognition of honorific Awards).

All Funds Approach

Funding for the IBS may include commitments from the department, the college/other major administrative unit, or a combination of both. Consideration for utilizing multiple institutional resource types (legislative and restricted funds) for compensation is necessary. Examples of fund sources include the general fund, advance commitment fund, gift accounts in compliance with the terms of the gift as outlined in a memorandum of agreement, external sponsored funds directly related to the purpose of the funds, to name a few.

Section 4: Supplemental Compensation

Various types of faculty Supplemental Compensation are described below.

Note that the definition of “supplemental compensation” does not include compensation from sources external to the university and paid outside of Workday. Faculty engaged in external activities with remuneration from outside of ISU shall be aware of and shall comply with the Conflicts of Interest and Commitment (COIC) Policy regarding Consulting, Professional Activity Leave, Outside Employment, etc.

Summer Session Salary

Faculty on 9-month Annual Work Period (AWP) who are engaged in institutional activities such as teaching, research, extension/outreach, administrative duties, service, etc. during the summer are most often compensated for summer effort via the Allowance plan, Faculty Summer Salary Allowance. The Faculty Summer Salary Allowance is paid as 1/9th of annual IBS (including Named Professor Allowance, if applicable) for each calendar month. For a partial calendar month appointment, the Summer Salary Allowance is prorated by the total number of working days (excludes Saturday and Sunday) in the period worked. In other words, the proration is based on the working days, not the number of weeks in the period of time. The compensation for a partial month is calculated using the following equation:

\[
\text{Monthly allowance amount} \times \frac{\text{Number of working days in the date range}}{\text{Total number of working days in the month}}
\]

Faculty Summer Salary Allowance is based on the individual’s IBS at the time the effort is done, regardless of funding source.

In addition, 9-month faculty members who teach during the Summer Session may receive pay based on a collegiate policy applying a formula that includes a flat rate with incremental increases dependent on enrollment. This Faculty Flat Rate Teaching is paid via the Workday process of Period Activity Pay. Details of collegiate Summer Session salary policies will be communicated by the respective college.

Period Activity Pay (PAP) for summer teaching is either paid as a lump sum in a single pay month (e.g., for appointment dates of June 1-30) or in multiple, equal payments per the number of calendar months included within the range of the PAP start and end date (e.g., a May 16 – June 30 appointment of PAP will result in ½ pay for May and ½ pay for June).
In total, the maximum rate allowable for each calendar month during the period of May 16 – August 15 is 1/9th of the annual IBS (including Named Professor Allowance, if applicable), and the total, allowable compensation for May 16 – August 15 is 3/9th of annual IBS (including Named Professor Allowance, if applicable) – whether as Faculty Summer Salary Allowance or a combination of Faculty Summer Salary Allowance and PAP.

As stated in Faculty Handbook 3.1.1.1, the total allowable compensation from general (state) funds is a total of eleven months during the fiscal year (i.e., the combination of IBS as 9 AWP, and two months of Faculty Summer Salary Allowance and/or Period Activity Pay). A 9-month faculty could receive compensation for a total of twelve months if the twelfth month included in summer salary is paid from non-general (state) funds such as from grant funding, etc. Further information on this can be found on the Vice President for Research website.

Note that the election of a Disbursement Plan Period (DPP) of 12 (July – June salary spread) does not affect the amount, timing or proration of Summer Session Salary (i.e., the IBS only is spread over 12 months, and Summer Session salary is not).

**Winter Session Salary**

Faculty on 9-month AWP who are engaged in teaching during the Winter Session do so with: 1) supplemental pay based on collegiate policy; or 2) a corresponding reduction in their normal Spring Semester teaching load. The option selected will be mutually agreed to by the faculty member and the department chair. Details of collegiate Winter Session salary policies will be communicated by the college.

Supplemental pay for teaching during the Winter Session as Faculty Flat Rate Teaching is based on a collegiate policy applying a formula as flat rate with incremental increases dependent on enrollment and a monthly rate not to exceed 1/9th of the annual IBS (and usually less than 1/9th of the annual IBS). Flat Rate Teaching pay is paid in December and January via the Workday process, Period Activity Pay.

Unlike Summer Session Salary, the Winter Session “Faculty Flat Rate Teaching” pay does not count towards the “up to a total of eleven months from general (state) funds during the fiscal year” policy.

**Administrative Salary (Allowance)**

Faculty administrative appointments (e.g., with titles containing the term of provost, dean, chair, or director) include an administrative supplement as documented in the Offer Letter and payable as an Additional Administrative Salary Allowance in addition to Base Pay throughout the term of the administrative appointment. The amount of the allowance shall be appropriate to the magnitude of duties and result in an overall market-based salary for the administrative position. Upon the conclusion of the administrative appointment, the Additional Administrative Salary Allowance ends.

Administrative appointments are generally made on a 12-month AWP; when made on a 9-month AWP, the offer may include up to two months (2/9th) of Summer Session Salary per fiscal year. When a current faculty appointment is converted from 9-month to 12-month AWP due to a new administrative appointment, accordingly the base salary shall be converted by 11/9th. For 12-month AWP faculty administrators who relinquish the administrative appointment, the appointment will return to the default of 9-month AWP and accordingly the base salary shall be converted by 9/11th. (See information regarding payout of unused vacation (Time Off) under “Pay on Separation” below.)

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The Additional Administrative Salary Allowance is paid out corresponding to the DPP set for the individual faculty administrator.

**Faculty Incentive Salary Increment Program (FISIP, Allowance)**

Faculty approved for a FISIP from Principal Investigator (PI) Incentive funds will have this supplemental compensation payable as a FISIP Allowance. The FISIP Allowance, reviewed/approved on an annual basis, is limited to 20% of the faculty member’s IBS (plus Named Professor Allowance, if applicable). The beginning and end dates of the annual FISIP Allowance correspond to the fiscal year though the FISIP Allowance is paid out corresponding to the DPP set for the individual faculty member.

**Faculty Exceptional Performance Pay Program (EPP, One Time Payment)**

The Faculty EPP Program is intended to be used to reward a faculty member for extraordinary performance or a specific accomplishment that is beyond normal expectations of a faculty member as described in their Position Responsibility Statement (PRS). EPP is not used to recognize standard performance of faculty position responsibilities. Further, the EPP shall not be used as a substitute for providing ongoing performance-based salary adjustments. EPP may be awarded at any time during the fiscal year and will be paid in the form of a one time payment (lump sum) that is not added to the base salary. A faculty member may receive an EPP award only once per fiscal year for an amount up to 10% of their base salary.

**Named Position Salary (Allowance)**

Faculty who hold a Named Faculty Position(s) (dean, director, department chair, chair, or professorship) may have a corresponding salary supplement as a Named Position Allowance for the term of the appointment, as governed by the donor Memorandum of Agreement (MOA). Upon conclusion of the Named Position term, the Named Position Allowance ends. The Named Position Allowance annual amount is specified in the Offer Letter and is paid out corresponding to the DPP set for the individual faculty member.

**Additional Compensation (Overload Pay)**

Nine-month AWP faculty may receive additional compensation when requested to perform professional services that fall outside of the realm of their primary responsibilities as defined in the Position Responsibility Statement (PRS). Teaching Overload, when approved by the college and the Office of the Senior Vice President and Provost, is paid during the respective semester of overload teaching via the Workday process, “Period Activity Pay.”

Sponsoring agencies may require prior approval for any Additional Compensation to be charged to a sponsored award.

**One Time Payment (Awards)**

Faculty recipients of University- or College-wide awards – which include a nomination and selection process – receive a single payment via the Workday process, One Time Payment. The stipend is generally payable in the month in which the award recipient is publicly recognized. (For Distinguished Professor, University Professor, and Morrill Professor, see Section 8 below.)
Section 5: Sponsored Project Compensation

Limitations on Faculty Salary Charged to Sponsored Projects

The portion of a faculty member’s salary charged to a sponsored project shall not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award. OMB Uniform Guidance, 2 C.F.R. § 200.430(4)(ii) provides the definition of work covered by the IBS (must be “specific enough to determine conclusively when work beyond that level has occurred”). Granting agencies may have additional rules or limitations specifically related to compensation which must be adhered to in order to be compliant. All faculty with sponsored funding must comply with the ISU Effort Reporting and Certification Policy.

Iowa State faculty salaries should be charged against the sponsored project for the proportionate effort when the work is done, including during the academic year, and ensuring that the expenses charged are allowable, appropriate, and reasonable. Some sponsors such as NIH may have a salary rate cap that shall apply to direct salary support against the award.

Since faculty have multiple responsibilities, it is not advisable to charge 100% of salary to any federally or state agencies sourced project for extended periods, such as a month or more, during the academic year or summer. A best practice for full-time pay for a month or more is to charge no more than 90% to a grant while 10% is charged to a non-sponsored fund account – allowing time for service on committees, teaching, departmental meetings, and other university activities.

Requests for retroactive Salary Allowance or PAP will not be allowed after the effort reporting certification process has ran/completed for the prior period (i.e., for the respective Employee Activity Summary of Effort, EASE, certification period).

Summer Compensation on Sponsored Projects

Faculty members on 9-month AWP may be compensated for effort on sponsored projects during the summer, with the salary based on current IBS. Summer Salary from any source is in return for effort during the summer term directly related to the purpose of the funds per the ISU Effort Reporting and Certification Policy. Thus, the charging of summer salary to sponsored funds must be in direct proportion to the effort spent on the project during the same period; payment from restricted gift sources must be for effort related to the purpose of the gift; and payment from faculty activity accounts, or other unrestricted sources, should be for effort related to the College’s mission of teaching, research, extension, or other scholarly pursuits.

Charges to sponsored projects for summer salary shall consider commitments to summer teaching or administrative responsibilities as they may apply in individual cases. The monthly limitation on salary charged to sponsored projects during the summer is 1/9th of the 9-month IBS.

Sponsoring agencies may limit summer as well as academic year compensation. For instance, NSF limits individual’s pay to no more than two months per year, without extra approval through the proposal or post-award processes. This limit is for combined summer and academic year salary received from all NSF-funded agreements.

Faculty receiving a full three months of summer salary must certify through the effort reporting and certification that their effort will be full-time throughout the entire period; no personal leave is allowed.
Section 6: Salary Adjustments

Performance (Merit) Based Adjustments

Per the institutional Compensation Administration Policy, an annual salary adjustment is based on an overall satisfactory performance evaluation. Performance (Merit) Based Salary Adjustments is an adjustment made in recognition of work performance that meets or consistently exceeds performance standards documented through an established evaluation process. This is determined in accordance with the Annual Salary Adjustment Parameters and contingent upon completion of a documented annual performance evaluation for the employee. It is expected that an overall satisfactory evaluation based on the annual performance evaluation should warrant some salary adjustment (a minimum percentage is established each year via the Annual Salary Adjustment Parameters) and a percentage increase in recognition of above satisfactory (exceptional) performance. Managers should differentiate performance levels to reward performance.

When institution-wide salary adjustments for performance (merit) are allowed by Regent and University action, the annual process is as follows:

1. Parameters are developed and communicated by the Vice President of University Human Resources (UHR), Associate Provost for Faculty, and the Institutional Budget Management Team (IBMT)
2. Major Administrative Units determine the resources available and may develop further guidance for salary adjustments within the respective unit
3. Each manager develops a salary adjustment recommendation based on each employee’s performance evaluation; the recommendations are forwarded to the respective Dean/Director for review/approval
4. The Dean/Director may be required to submit for approval by the Office of Senior Vice President and Provost (the delegation of authority for these adjustments will be communicated annually)
5. Following final approval, managers inform each employee of their new salary

Once all salary adjustments are processed in Workday, the new Compensation (i.e., Base Pay) is visible to the employee and payable in the regular, monthly payroll.

For faculty administrators, the Additional Administrative Salary Allowance is part of IBS and therefore used to calculate performance-based adjustments annually. The total performance-based adjustment (based on IBS) is added to Base Pay and therefore the Allowance plan amount remains as set for the administrative appointment.

Other Salary Adjustments

As the Faculty Handbook (FH 4.1) states, every effort is made to maintain faculty salaries at a level competitive with those of peer universities through the country. Requests for a salary adjustment will be considered in response to a demonstrable salary issue (i.e., market, equity, or retention) and with a compelling justification included.

All other salary adjustment requests, considered separate from performance-based adjustments, may be initiated at any time throughout the year except for the period of June 1 - July 31 when processing of performance-based salary adjustment regularly occurs.
All other salary adjustments are recommended by the Dean and require approval of the Associate Provost for Faculty.

**Market Salary Adjustments**
Market is a range of pay opportunity with which Iowa State University competes in fields or disciplines in local, regional, or national markets. When necessary and appropriate, a *Market Salary Adjustment* may be requested to correct a market disparity to align base pay with external data related to the job (not related to performance) using Iowa State University recognized market data. Institutional resources regarding market data are available and should be utilized by the Department Chair and Dean, in conjunction with assistance and support provided by the respective HR Partner.

For 9-month AWP faculty, the Office of the Senior Vice President and Provost expects that market salary adjustments will be effective at the start of the academic semester following approval of the request. For 12-month AWP faculty, the salary adjustment will be effective on the beginning of the payroll period (the month) following the approval date. Regardless of the AWP of the faculty member, market salary adjustments may not be granted retroactively. Using standard effective dates assists with financial planning, payroll processes, and reporting.

**Equity Salary Adjustments**
Equity is a gauge to determine if there is an internal pay disparity related to the job being performed (not related to performance) OR Equity can reference an internal pay disparity related to a protected class or groups protected from employment discrimination by law (e.g., men and women on the basis of sex; any group which shares a common race, religion, color, or national origin; people over 40; people with physical or mental handicaps, etc.). When necessary and appropriate, an *Equity Salary Adjustment* may be requested to correct an internal pay disparity related to the job being performed or related to a protected class. Institutional resources regarding equity are available and should be utilized by the Department Chair and Dean, in conjunction with assistance and support provided by the respective HR Partner.

For 9-month AWP faculty, the Office of the Senior Vice President and Provost expects that equity salary adjustments will be effective at the start of the academic semester following approval of the request. For 12-month AWP faculty, the salary adjustment will be effective on the beginning of the payroll period (the month) following the approval date. Regardless of the AWP of the faculty member, equity salary adjustments may not be granted retroactively. Using standard effective dates assists with financial planning, payroll processes, and reporting.

**Preemptive Retention and Retention Salary Adjustments**
A *preemptive retention* is an effort to identify high-performing faculty who are critical to the strategic initiatives of their department or college, or who are highly accomplished, broadly recognized, and potentially at risk of being recruited by another institution. These faculty members should be targeted as retention priorities and requests can be made at any time to help preempt their interest in other institutions. Departments and colleges are encouraged to develop a practice of identifying and investing in high-performing faculty members before they seek other job opportunities or are actively recruited by others.
Retention is an effort to prompt a high performing and valued faculty member to remain at ISU when the faculty member is being recruited away by another institution. A formal job offer is NOT required in order to engage in the retention process. In return for accepting a retention offer, the faculty member agrees to withdraw from consideration for the external position.

Retention Salary Adjustments are possible in both a preemptive retention and retention situation as discussed above. Requests for retention salary adjustments originate with the department chair and involve the dean’s office and support provided by the HR Partner. We recognize that situations arise when a retention offer is a high priority and time-sensitive, thus the Office of the Senior Vice President and Provost will ensure that mid-semester retention adjustments may occur when necessary for both 9-month AWP and 12-month AWP faculty. The effective date will be the beginning of the payroll period (the month) following the submission date and they may not be granted retroactively.

Section 7: Promotion/Advancement Compensation (Increments)
Faculty who are promoted or advanced in rank in accordance with the annual process as outlined by Faculty Advancement and Review will receive a promotion/advancement increment effective at the beginning of the fiscal year following the decision and notification. Per Faculty Handbook 4.1.2, “promotion to a higher academic rank is accompanied by a salary increase of a fixed amount.” The standardized promotion/advancement increment, with FTE proration if part-time, is added to the faculty member’s budgeted base salary (base pay). The promotion/advancement increment is in addition to, and not a substitute for, any performance-based adjustment during the year. The amount of the increment is determined annually by the SVPP Office.

Section 8: Honorific Titles and Compensation
Faculty who are awarded the honorific title/rank of Distinguished Professor, University Professor, and Morrill Professor through the Faculty Award process will receive the corresponding increment amount based on the title/rank as an increase to base salary at the beginning of the fiscal year following the decision and notification. The honorific title/rank increment is in addition to, and not a substitute for, any performance-based adjustment during the year. The amount of the increments is determined annually by the SVPP Office.

Section 9: Faculty Professional Development Assignment (FPDA) Salary
All members of the faculty employed half-time or more are eligible to apply for a Faculty Professional Development Assignment (FPDA). The FPDA program allows for a maximum of six months’ salary through ISU payroll, regardless of funding source. A faculty member on assignment for six months or less will continue in full paid status; a faculty member on assignment of more than six months will receive six months’ budgeted base salary with the salary prorated across the total period of the assignment. Grant, foundation, or other discretionary funding may not supplement the maximum salary paid during the period of the assignment. Regardless of the length of the assignment, benefit contributions (to the various employee benefit programs in which the faculty member is enrolled) continue.
Faculty remain eligible to receive performance (merit) based salary adjustments and FISIP supplemental compensation during the period of the FPDA. The continuation of an administrative appointment and any administrative increment tied to the appointment by a faculty member going on a FPDA would be at the discretion of the college and would need to be determined if it would continue while on FPDA prior to the starting date.

A faculty member who applied for and is awarded an FPDA must agree to return to active/paid service in the academic semester(s) following the FPDA for a period of at least twice the length of the assignment. If the faculty member should not complete this payback obligation for any reason, the faculty member will be required to pay the State of Iowa an amount equal to the total compensation (salary and benefits) received during the FPDA period.

**Section 10: Intergovernmental Personnel Act (IPA) Leave Salary**

The **Intergovernmental Personnel Act (IPA)** permits federal agencies to assign personnel both to and from the agency to promote collaboration and provide mutual benefits to the federal agency and universities. ISU faculty may request approval of an IPA by consulting the department chair and dean’s office. The IPA agreement requires review and the institutionally authorized signature by the Office of Sponsored Programs (OSPA). Under the terms of a regular IPA, the federal agency will cover the costs of salary and benefits during the assignment by reimbursement to ISU. While on the IPA leave, the faculty member remains an employee of ISU and continues participation in all benefits while on the leave. Faculty on IPA remain eligible to receive performance (merit) based salary adjustments and FISIP supplemental compensation during the period of the IPA. Nine-month AWP faculty may earn Summer Session Salary while on IPA.

**Section 11: Phased Retirement Compensation**

Faculty members who have attained the age 57 and have at least 15 years of consecutive service are eligible to request to participate in the **Phased Retirement Program**, to negotiate a schedule of phasing into retirement. During the phasing period, the employee holds at least 50% but no more than 65% appointment on a schedule that is mutually agreed upon between the department chair and the faculty member. While on Phased Retirement, the IBS (and Named Professor Allowance and FISIP Allowance, if applicable) will be reduced accordingly. See the **Phased Retirement Program** for complete details. The 10% salary incentive amount (if applicable, and in addition to the prorated Base Pay) while on Phased Retirement is paid as a separate compensation plan, **Faculty Phased Retirement**, and paid out corresponding to the DPP set for the individual faculty member.

Nine-month AWP faculty commonly request a semester schedule that involves one semester on, and one semester off, for an overall 50% phasing. If approved for such a schedule, the total compensation while on phasing will be paid as a monthly amount over the total period of the approved phasing schedule.

**Section 12: Pay on Separation**

Per **Faculty Handbook 4.4**, a faculty member who wishes to resign from an appointment or does not plan to accept a renewal of a current appointment should notify their department chair in writing at the
earliest opportunity to allow time for a suitable replacement to be found, generally not later than April 15.

The submission of a 9-month AWP faculty resignation should be made timely and take effect the last day that the individual will be on duty and align with the end of the academic semester (i.e., May 15 or December 31). The resignation shall not be extended into the summer months by a delayed notification or processing of the separation action in Workday. The effective date of separation may be the last date on duty/paid via a Summer Session Salary Allowance or PAP, if outside the academic semester.

If circumstances require that a faculty member with a 12-month AWP resigns before they have the opportunity to use all accrued vacation (Time Off), a payment covering the value of the remaining balance of Time Off will be made at the time of separation. For faculty administrators on the 12-month AWP who resign, retire or relinquish the administrative appointment (and in the case of the latter, where the return is to 9-month AWP when no longer serving in the administrative capacity) shall forfeit the unused vacation (Time Off) per the contractual language in the administrative offer document.

All faculty separating from the University with the reason Retirement will receive a salary payout of unused sick leave (Sick Time Off) up to a total of $2,000.
Appendix A: Key Workday Concepts and Terminology

Within Workday, each appointment period (i.e., the period for which the faculty member earns the annual compensation) is reflected as an **Annual Work Period (AWP)**. The default for faculty hiring/appointment is the 9-month AWP corresponding to the academic year with appointment dates of August 16 – May 15. Twelve-month AWP faculty appointments are possible and correspond to the fiscal year with appointment dates of July 1 – June 30. Faculty compensation [i.e., IBS and any additional allowance plan(s)] is set according to the AWP.

The **Disbursement Plan Period (DPP)** is the period during which the faculty member receives the annual compensation (i.e., the number of months over which compensation is paid). For 12-month AWP faculty, the DPP is always “12.” For 9-month AWP faculty, the DPP is set by default at “9” and the annual compensation is paid over ten months (i.e., a half month paid in August and May, and a full month paid September – April).

After starting employment with ISU and prior to July 1st, 9-month AWP faculty may elect to change the pay frequency and request to have the salary spread over the fiscal year, July 1 – June 30 (i.e., a DPP of 12). The **Salary Spread** request form is available at [https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Recruitment%2C%20Hiring%2C%20Retention/Salary%20Spread%20Request%20Form%20Jan2022.pdf](https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Recruitment%2C%20Hiring%2C%20Retention/Salary%20Spread%20Request%20Form%20Jan2022.pdf).

Using the **Compensation** section of the employee Profile in Workday, all faculty may view current, past, and future effective-dated compensation details. The following terms and details are available in the Compensation view of Workday:

- **Total Base Pay**: The total, annual Base Pay (salary) corresponding to the AWP, with proration based on FTE percentage for employees who are less than full-time
- **ISU Total Compensation**: Total of Base Pay and Additional Administrative Salary Allowance
- **Total Salary and Allowances**: The sum of Base Pay and all Allowances for the current (effective) date. Allowances may include: Additional Administrative Salary, FISIP, Named Position Salary, and Summer Session Salary allowances. [NOTE: For 9-month AWP faculty with Summer Session Salary Allowance, disregard the Total Salary and Allowances during the period of Summer Session Salary as it is not meaningful (i.e., during the actual dates of Summer Session Salary, this amount is substantially inflated since the system reflects all allowances in this total as annualized amounts based on the AWP); once the Summer Session Salary dates are past, the Total Salary and Allowances amount will again be meaningful and reflect the annual Base Pay and allowances of Additional Administrative Salary, FISIP, and Named Position Salary.]
- **Pay Change History**: Displays Compensation history that includes past and future effective-dated changes

Note that **Compensation** is different from **Payslip** information. Go to the Workday **Pay** section and **Payslips** to view gross/net pay, W4 elections, W2s, and direct deposit information. For help viewing your payslip in Workday, see [https://iastate.service-now.com/isu?id=kb_article_view&syparm_article=KB0011487&sys_kb_id=35873fee1bd25890a28e7445cc4bcb03](https://iastate.service-now.com/isu?id=kb_article_view&syparm_article=KB0011487&sys_kb_id=35873fee1bd25890a28e7445cc4bcb03).