

JOB DESCRIPTION:	Faculty Salary Advisor		
DEPARTMENT:	Faculty Governance		
REPORT TO:	Faculty Senate/Salary & Benefits Committee/VPAA		
TERM LENGTH:	Upon Vacancy	FLSA STATUS:	Exempt
COMPENSATION:	\$7,000 (annual) +	DATE APPROVED:	07-JUL-2025
		DATE MODIFIED:	NEW

SUMMARY: The Faculty Salary Advisor ensures accurate faculty salary calculations and projections, advises on salary policies, prepares reports, and collaborates with HR, business, and academic offices to support fair and transparent compensation practices at the university

KEY RESPONSIBILITIES:

In collaboration with the Department of Human Resources:

1. Conducts faculty salary calculations for new hires.
2. Prepares faculty salary projections for next year's promotion, post tenure review, and terminal degree salary increases for the Budget Director.
3. Conducts annual faculty salary calculations for incumbent faculty according to current salary policies (i.e. annual, promotion, post tenure review, terminal degree, and market equity adjustment salary increases).
4. Implements a process to verify the accuracy of the information in the Faculty Salary Spreadsheet (used in calculations of salary of incumbent faculty).
5. Serves as analyst for the Salary & Benefits Committee on salary proposals. Provides information as requested.
6. Provides information to the administration and/or the Board of Regents related to faculty salary issues (upon request).
7. Additionally:
8. Provides salary-related advice or information to the faculty (upon request).
9. Works with Salary & Benefits Committee members on salary proposals.
10. Compiles an annual report to the faculty on salary changes for Administration, Top Staff, Full Time Faculty, and Adjunct Faculty. This report is provided to the VPAA.
11. Conducts workshops for the faculty related to the salary procedures or calculations or related to reclassification.
12. Completes the annual CUPA-HR survey related to faculty salaries.
13. Maintains files including the above information.

Time Commitment: The most time-consuming work of the Faculty Salary Advisor takes place regularly at the end of the spring semester when contract salaries are calculated for the following academic year. In addition, an annual report is produced at the beginning of the fall semester each year. As is often the case, the FSA may be called upon for additional information/reports throughout an academic year. While the work is generally confined to the academic year, there may be times when the work will spill into breaks and the summer.

Suggested Skill Set: The Faculty Salary Advisor should be fluent in Microsoft Excel and feel comfortable and confident with many mathematical concepts and strategies including descriptive statistics, graphical representation of data, and modelling techniques. In addition, attention to detail, good verbal and written communication skills, and the ability to distill complicated processes in a meaningful way to the faculty

would be valuable skills to possess.

Compensation: The Faculty Salary Advisor earns a \$7,000 stipend paid by the VPAA's office. During the training period, the stipend may be split between the current and incoming FSA.

Collaborations: The Faculty Salary Advisor works in conjunction with the human resources office, business office, and VPAA's office to assure accurate reporting and calculating of incoming and incumbent faculty salaries.

Please note that the duties of the FSA and the FSA position itself is subject to change as recommendations and policies are updated with guidance from the Compensation Steering Committee.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)