

**Lawrence University**  
**Faculty Institutional Base Salary Policy**

**Tenured and tenure-track faculty**

Institutional base salary (IBS) is the guaranteed, annual compensation for a faculty member's appointment by Lawrence University. For tenured and tenure-track faculty, the IBS is compensation for an academic year (nine months) of work related to institutional responsibilities, including teaching service, professional development, and professional activity such as research, scholarship, and/or creative endeavors.

IBS may be modified for faculty leaves (e.g., sabbatical, parental leave, FMLA) under the terms laid out in the Faculty Handbook, other institutional policies, or as negotiated with the Provost and Dean of the Faculty or the Dean of the Conservatory.

*Academic Year Salary Replacement*

Faculty may, with the permission of the Provost and Dean of the Faculty or the Dean of the Conservatory, use external funds to "buy out" a portion of their IBS in order to devote additional time to a sponsored project. Generally, the breakdown of "full load" for a full-time, tenured or tenure-track faculty member is:

- 60% Teaching
- 30% Research / Creative Activity
- 10% Service

The "buy out" for each course release depends on the normal teaching load of the faculty member and will be determined by the Provost and Dean of the Faculty or the Dean of the Conservatory. In general, a full teaching load is:

- 2 courses per term (6 per year) in the humanities, art, theatre, math and computer science, most social sciences, music history, music theory, and music composition.
- 1 lab course or 2 non-lab courses per term in the natural sciences and occasionally in psychology.
- 20 hours per week for studio teachers in the Conservatory.

Teaching is understood to include activities such as: preparation (textbook choice, research, syllabus, lesson plans); classroom/laboratory teaching; grading; individual and group meetings with students; course performance reports; and co-curricular activities in conjunction with the Center for Academic Success.

Research / Creative Activity is understood to include activities such as: planning and implementing experiments; data collection and analysis; archival or field research; reading, listening, and/or watching; practice and rehearsal; writing and presenting conference papers; preparing articles, stories, plays, compositions, or books for publication; preparing and presenting creative works (art, film, music, plays, etc).

Service is understood to include activities such as: advising; committee service; task force service; admissions events; departmental service (events, meetings, scheduling, curriculum discussions);

serving as department or program chair; and serving on search committees. Additionally, service is understood to include service to the wider community, such as: reviews; editing; serving as an officer for a professional society; presenting to non-academic communities; and representing Lawrence at community events or in volunteer roles.

### Salary Supplements and Stipends

Faculty may receive salary from external sources for periods of the year not covered by their 9 month academic year appointment. In general, faculty may receive up to 2/9 of their academic year salary for work during the summer, and up to 1/9 of their academic year salary for work in December.

Faculty may also receive stipends for work, either within or outside the academic year, which is above and beyond their normal load. For example, faculty participating in institutionally-sponsored workshops or trainings may receive a fixed stipend per day or half-day of training. Faculty teaching an additional course above a full load, or completing equivalent non-teaching work in addition to their usual duties, may receive an “overload” stipend. The amounts of daily stipends and overload stipends shall be set by the Provost and Dean of the Faculty.

### **Non-tenure track faculty**

Adjunct or contingent faculty commonly include titles such as visiting assistant professor, lecturer, instructor, or fellow. These faculty members are paid either on a per-course basis (typically for just one or two courses per year) or on a proportion of full-time basis (typically for three to six courses per year).