

Chapter 1: Pre Recruitment Considerations

Guidelines for Establishing a Salary Range for the Position

Tenable Faculty Positions

The University has negotiated certain salary floors for tenurable faculty members as part of the collective bargaining agreement. Hiring authorities may not pay tenurable faculty less than the applicable floor by rank. [Click here for faculty salary floors](#).

Nontenable Faculty

The University has negotiated certain salary floors for non-tenurable faculty members appointed at .50 FTE and above as part of the collective bargaining agreement. Hiring authorities may not pay non-tenurable faculty less than the applicable floor by rank. [Non-Tenure Track Faculty CBA, Section 10.02](#).

Research Faculty and Research Professionals

The University has established salary guidelines based on the Fair Labor Standards Act (FLSA) overtime exempt wage requirements and modified for the type of research position. Hiring authorities must pay 1.0 FTE research faculty and research professionals the salary floor listed [here](#). Employees hired at less than full time are not exempt from overtime and if they work over 40 hours per week, they are eligible for overtime.

Hiring authorities may consult the discipline and rank based salary data provided in the [OSU Salary Survey](#) to assist in setting an appropriate salary for the position.

University Executive, Administrative and Contract Professional (Non-Research) Positions

The University does not have established salary floors for University Executive and Contract Professional positions. Hiring authorities should consult CUPA Salary Surveys for data on comparable salaries across other higher education institutions.

http://www.montana.edu/opa/restricted/faculty_salary/08-09MidPosted.pdf

The hiring authority may not offer a starting salary that exceeds the average salary for comparable positions at peer universities without the approval of HR|AA.

Types of Appointments and Titles

Executive and Administrative Appointments

University Executives are hired on Board of Regents Contracts with titles that indicate the senior level of responsibility of the position, including:

- President
- Vice President
- Provost
- Vice Provost
- Legal Counsel

Administrators

University administrators are appointed on Montana University System Employment Contracts with titles that indicate their level of responsibility, including:

- Deans
- Assistant and Associate Deans
- Tenurable Faculty
- Executive Directors
- Assistant and Associate Vice Presidents

Research Professional Positions and Titles

Research employees are 100% grant funded and appointed on Letters of Appointment (LOA). Appointments are subject to the availability of funds. If funding becomes unavailable or is not sufficient to support the position, the appointment may be terminated before the expiration of the contract as outlined in the LOA.

Research appointments are for a specified term and expire automatically without notice at the end of the LOA term, unless renewed prior to expiration. There is no continuing right to reappointment to any research appointment and reappointment is solely at the discretion of the University.

Approved titles for research professionals include:

- Research Scientist
- Senior Research Scientist
- Research Engineer
- Senior Research Engineer
- Postdoctoral Research Associate
- Research Associate

Contract Professional Positions and Titles

A contract professional employee is a non-classified, non-faculty, non-executive employee appointed on a MUS Employment Contract approved by the Commissioner of Higher Education or a MSU Letter of Appointment. A position may be denoted as a contract professional position only if it meets the criteria established by the Board of Regents. [[See Board of Regents Policies, Section 711.1](#)] HR|AA will designate those positions appropriate for contract professional contracts. [Contact Human Resources | Affirmative Action for approved titles of contract professional positions.](#)

Professional Hourly Appointments

Professional hourly appointments require pre-approval by Human Resources | Affirmative Action. The request to hire a professional hourly appointee is available [here](#).

Professional Hourly appointees are temporary employees who have met the FLSA criteria for overtime and Union exemption and who are employed on a temporary basis to fill short term needs which are not expected to be recurring or for which the hours needed are unpredictable, varied, or infrequent.

In general, a professional hourly appointee is someone who:

- Earns no less than \$12.00 per hour; and
- Is anticipated to work no more than 10 hours in any week; and

- Works on call, with no expectation of continuing assignment.

The hourly wage must be commensurate with the position and may not exceed the average CUPA wage for comparable positions at peer institutions doing the same or similar work.

Limitations of Professional Hourly Appointments

Temporary professional hourly appointments (short term workers) are subject to the following limitations:

- The employee must be paid an hourly wage; and
- The employee may not be hired into another position by the same department without a competitive selection process; and
- The employee is not eligible to earn leave and holiday benefits; and
- Due to the varied work schedules, the employee should not work more than 40 hours in any week. However, if they do, they will be eligible for overtime; and
- Appointment to a temporary, professional hourly appointment may not be added to another appointment to make the employee eligible for paid holidays, health insurance, annual leave, or retirement benefits.

A temporary professional hourly employee is hired using an [Electronic Personnel Action Form](#) (EPAF).

Criteria for meeting Professional FLSA Status

All executives, faculty, contract professional and research employees must meet the federal Fair Labor Standard Act criteria, Montana overtime exemption criteria and MSU criteria.

In addition to meeting the FLSA criteria for overtime exemption requirements for a “professional” or “administrative” position, the employee in a contract professional’s position should be commonly associated with the management and administration of colleges and universities in the United States as identified in the Position Descriptions section of the [CUPA-HR Mid-Level Administrative and Professional Salary Survey](#) and must:

- Perform specific, identifiable functions that are autonomous in nature; **and**
- Execute, under only general supervision, assignments and tasks, that are specialized or advanced in nature and establishing policies or directives for the unit; **and**

In addition, contract professionals must meet one of the following MSU specific criteria:

- The employee reports to an executive or administrator (President, Provost, Vice President, Vice Provost, or Executive Director) and works directly with the policies, general business operations, or budgets of the institution as a whole or of a significant, customarily recognized subdivision thereof, **or**;
- The employee reports to and directly expedites or implements the work of a University Executive, Dean, or managing or grants and contracts director in the administration of the University as a whole or of a college, division, department, or other subdivision of the institution, **or**;
- The employee works directly with management policies, general academic or business operations, or the budget of a division, college, or major subdivision of the University, **or**;
- The employee develops curriculum, instructional or educational assessment materials, has responsibility for curating a major museum, scientific or artistic collection, **or**; transmits technical or specialized information to the general public through distance learning technologies, workshops and seminars, and other forms of technology transfer, **or**;
- The employee is certified or licensed to provide treatment for students’ mental, physical, and emotional health and well-being, **or**;

- The employee is an artist, actor, musician, accompanist, film or television director, or other Fine Arts professional whose work is original and creative in character, and the result of which depends primarily on the invention, imagination or talent of the employee, **or**;
- The employee conducts independent research under minimum supervision, frequently developing research protocols, supervising the work of others, and reports the results of research in publications and presentations, **or**;
- The employee is a coach or assistant coach of an intercollegiate sport or competitive activity sponsored by the Bobcat Athletics.

The employee is responsible for (IT related exceptions):

- developing information technology (IT) policies, resources and protocols across institutions, across the MUS system, or within the institution as a whole;
- supervising and administering IT resources, interactions, protocols and data management requirements for colleges or major subdivisions of the institution;
- planning and implementing long term, enterprise-wide hardware, soft ware, fiber optic, and WIFI acquisitions, operations and systems;
- monitoring and maintaining data integrity systems and ensuring system security, **and/or**;
- designing and instituting IT systems, cooperative agreements, and connectivity protocols that implement research goals, share data and enable scientific research and analysis.
- The employee should have only minimal responsibility for day to day technical operations or solving user initiated problems. In addition, the employee usually has supervisory responsibilities over other IT staff and/or joint reporting responsibilities to both a senior administrator and the ITC director.