

Internal Equity Increase – NTTs only

The union contract covering most NTTs at Illinois State University includes the following provision:

The Department Chair/Director, at their sole discretion, may request a monthly increase for an NTT faculty member to address pay inequities relative to similarly situated NTTs within the Department and/or professional contribution to the Department. Any increase will be subject to approval by the Provost and Human Resources. This decision is not subject to the grievance procedure. Nothing in this article will be interpreted to require the University to grant a request for an internal equity increase.

The Office of the Provost has developed the following process for schools/departments to request Internal Equity Increases for NTTs. This process applies to any internal equity increase request, including those for NTTs who are not covered by the union contract (e.g., Milner Library, Mennonite College of Nursing, Emeriti retirees, etc.).

The union contract does not require the school/department or the University to grant a request for an internal equity increase.

Request Processing Steps:

1. Any formal requests made by an NTT faculty member must be made in writing to the chair/director of the school/department (or, for Milner and MCN, the dean) The chair/director/dean may also independently initiate the process without a formal request by the NTT.
2. The chair/director (or, for Milner and MCN, the dean) must prepare a “NTT pay comparison report” using [the template](#) that will include a list of all NTT faculty in the school/department, the years of continuous service in the school/department, terminal degree, and current monthly salary to provide the opportunity to examine if pay inequities exist based on salary of similarly situated NTTs in the same school/department.

Example:

		Monthly	9-month				Monthly	9-month	
	Mean	\$ 6,421	\$ 57,785			Mean	\$ 5,674	\$ 51,063	
	Median	\$ 6,215	\$ 55,935			Median	\$ 5,233	\$ 47,097	
	SD	\$ 475	\$ 4,272.58			SD	\$ 965.25	\$ 8,687.25	
		calculated field		calculated field			calculated field		calculated field
School/Department					School/Department				
Non-Tenure Track Faculty TERMINAL DEGREE	FY 23 monthly pay	9 mo. total pay	Years of continuous ISU service in the department	Difference from mean/month	Non-Tenure Track Faculty NO TERMINAL DEGREE	FY 23 monthly pay	9 mo. total pay	Years of continuous ISU service in the department	Difference from mean/month
NTT Faculty Member	\$ 6,215	\$ 55,935	11	\$ (206)	NTT Faculty Member	\$ 5,000	\$ 45,000	8	\$ (674)
NTT Faculty Member	\$ 7,123	\$ 64,107	3	\$ 702	NTT Faculty Member	\$ 6,800	\$ 61,200	3	\$ 1,126
NTT Faculty Member	\$ 7,001	\$ 63,009	5	\$ 580	NTT Faculty Member	\$ 4,862	\$ 43,758	1	\$ (812)
NTT Faculty Member	\$ 6,105	\$ 54,945	6	\$ (316)	NTT Faculty Member	\$ 7,265	\$ 65,385	1	\$ 1,591
NTT Faculty Member	\$ 6,100	\$ 54,900	7	\$ (321)	NTT Faculty Member	\$ 5,569	\$ 50,121	10	\$ (105)
NTT Faculty Member	\$ 5,900	\$ 53,100	2	\$ (521)	NTT Faculty Member	\$ 4,987	\$ 44,883	2	\$ (687)
NTT Faculty Member	\$ 6,500	\$ 58,500	4	\$ 79	NTT Faculty Member	\$ 5,233	\$ 47,097	5	\$ (441)

3. A detailed narrative (1-2 paragraphs) should also be included that provides any additional information pertinent to the request and strong rationale on the purported pay inequity, and/or

significant professional contributions to the school/department, that the chair/director believes warrants an increase.

4. Chairs/directors should forward the NTT pay comparison report and the narrative to the Dean (or Unit AVP for Honors and University College) for their review. A completed Non-Tenure Track Faculty – Request for Equity Increase (PERS95), must accompany the request.
5. If the Dean/AVP approves of this request after reviewing the NTT pay comparison report and narrative, the Dean/AVP should complete their line in the approvals section of the PERS 95 form and forward the PERS 95 form, the NTT pay comparison report, and the narrative to the AVP for Academic Administration (AVPAA) and AVP for Academic Fiscal Management (AVPAFM) for review. The AVPAA and the AVPAFM will forward all request material to and consult with the Director of Academic Employment in Human Resources throughout the review process.
6. Any increase will be subject to written approval of the Provost and the AVP for Human Resources.
7. Any approved internal equity increase will not be centrally funded by the Vice President for Finance and Planning (VPFP) but instead will need to be covered with local funds (permanent transfer to NTT bucket). If local funds are not available or the NTT is funded with an annual instructional capacity request, a meeting should be scheduled (Dean, AFMAC Associate Dean, Chair/Director, AVPAA, and AVPAFM) to discuss the Academic Impact Fund (AIF) implications for granting a permanent increase.