



**Administrative Council
Midwestern State University
Approval via Electronic Vote**

June 6, 2026

Meeting No. 26-06

Five policies were sent via email to the Administrative Council on May 28, 2026, for review and approval, with a response deadline of June 5, 2026.

MSU OP 06.15 Faculty Hiring Procedures
MSU OP 06.16 Written Terms of Employment for Faculty
MSU OP 06.18 Summer, Part-of-Term, Special Term, and Overload Teaching
MSU OP 06.23 Adjunct Faculty
MSU OP 06.40 Faculty Compensation

The Council approved MSU OP 06.16, MSU OP 06.18, and MSU 06.40 (attached), and MSU OP 06.15 and 06.23 with recommended revisions (attached).

Approval responses were received from the following members: Dr. Marcy Brown Marsden, Mr. Paul Chappell, Ms. Dawn Fisher, Ms. Julie Gaynor, Ms. Ashley Hurst, Dr. Keith Lamb, Dr. Melissa Nivens, Ms. Megan Riedel, Mr. Jeff Spoeri, and Mr. Kyle Williams.


Stacia Haynie, Chair


Melissa Boerma, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")

OP 06.15: Faculty Hiring Procedures

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: President
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: 03/01/2023 2027. This OP will be reviewed every two years by the Provost and Vice President for Academic Affairs with substantive revisions forwarded to the President.

I. Policy Purpose

The purpose of this OP is to establish the policies and procedures for the recruitment and hiring of faculty members at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Policies and Procedures

The employment of new faculty members who will hold academic rank will be done in accordance with the following procedures, using the appropriate standard forms:

A. Approval to Fill Position, Position Announcement:

When a faculty position becomes available, the department chair will complete the standard faculty position announcement form and the Faculty Personnel Requisition Form and forward them it through the dean to the Provost and Vice President for Academic Affairs for approval to begin the search.

B. Recruiting of Faculty:

Following the approval of the Dean, Provost and Vice President for Academic Affairs, and President to fill the position at a predetermined rank and salary range, the Department Chair of the hiring committee will recruit applicants through the placement of advertisements in the appropriate professional publications and through other appropriate means.

Announcements will also be sent to the MSU Human Resources Department so that the openings may be listed with the Texas Workforce Commission ("TWC") to meet legal requirements and to attract a diverse pool of highly qualified applicants. Vacant

faculty positions must be held open for at least ten (10) work days from the time the vacancy is first listed with TWC.

All postings and advertisements for faculty positions should include the TTU System's current standardized Equal Employment Opportunity statement that:

All qualified applicants will be considered for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, or genetic information.

C. Requirements

1. English Proficiency

It is the responsibility of the search committee, the ~~chair of the hiring committee~~ Department Chair, and the Dean to ensure that an applicant is proficient in oral and written English.

2. Highest Earned Degree

MSU will hire only faculty whose highest earned degree is from a regionally accredited university. For applicants whose highest earned degree is from a university outside the U. S., it will be the responsibility of the ~~chair of the hiring committee~~ Department Chair and the Dean to ensure that the applicant has appropriate academic preparation.

D. ~~Ethnic Identification~~

~~Each applicant for a faculty position will be sent an Applicant Statistical Data Sheet form to self-identify race and ethnicity. The form will be completed and returned to the Director of Human Resources/Equal Employment Opportunity Officer at the option of the applicant as designated on the form.~~

Records

All position announcements, placement ads, applications, interview questions, screen matrices, and applicant evaluations will be kept on file and officially maintained in the Human Resources Department. The application of the successful candidate will become a part of the employee's permanent personnel file.

E. Interview Procedure

The ~~chair of the hiring committee~~ Department Chair will complete the Screening Matrix Form to evaluate candidates for selection to interview. The ~~chair of the hiring committee~~ Department Chair, through the Dean, will request permission in writing from the Provost and Vice President for Academic Affairs to interview chosen applicants. Requests should be accompanied by candidates' ~~CV's~~ curriculum vitae. Following the granting of permission to interview, the ~~chair of the hiring committee~~ Department Chair will provide the credentials and vita of the selected candidates to each person who will interview the candidates.

The ~~chair of the hiring committee~~ Department Chair, in consultation with the members of the department, will propose a list of interview questions to be asked of

each candidate, and forward these to the Dean Director of Human Resources and the Provost and Vice President for Academic Affairs at the time permission is requested for a formal interview. ~~The dean may consult the EEO Coordinator to determine the appropriateness of the questions. To as great an extent as possible,~~ Questions should be the same for all candidates for the same position and must be related to the individual's ability to meet the requirements of the position.

F. Offer of Employment

Following the interview process, the Department Chair, through the Dean, will send a request to make an offer of employment to the Provost and Vice President for Academic Affairs. After a conditional verbal offer of employment has been accepted, contingent upon successful completion of a criminal background check if one is required according to Policy 3.349 OP 52.25: Criminal Background Checks – Employees and Volunteers, a formal offer of employment will be made by the President in the form of a faculty appointment contract signed by the President containing the rank, tenure status, and salary, and a letter further detailing the offer, signed by the Provost and Vice President for Academic Affairs. The faculty appointment contract is valid only when signed and returned by the candidate and after all official transcripts documenting the required education have been received by the Provost and Vice President for Academic Affairs.

III. Responsible Office

Contact: Provost and Vice President for Academic Affairs

Phone: (940) 397 – 4226

E-mail: provostoffice@msutexas.edu

IV. Revision History

- 10 Nov. 1989: Comprehensive revision and renumbering of *MSU Policies and Procedures Manual* and MSU Policy 3.112 (Procedures for Hiring Faculty) is adopted and approved by the MSU Board of Regents ("Board").
- 12 May 1995: Modifications made by the Board to reflect current procedures in hiring faculty, i.e., by adding the requirement to complete selection criteria forms.
- 08 Aug. 1997: Revisions made and approved by the Board to reflect the University's current procedure.
- 11 Feb. 2000: Revised by the Board to reflect the change in in the academic organization of the University (e.g., division director deleted and dean added).
- 09 Nov. 2001: Revised by the Board to: (1) meet the requirement of the Southern Association of Colleges and Schools ("SACS") of ensuring a faculty member's proficiency in oral and written communication; and (2) adding a statement demonstrating that faculty from non-regionally accredited institutions are qualified for employment.

- 11 Feb. 2005: Revisions by the Board include adding a second paragraph to section H concerning the preparation of a list of interview questions to ask each candidate for a faculty position to comply with an audit by the Texas Human Rights Commission.
- 11 May 2012: Revisions by the Board include: (1) renaming the Screening Matrix Form the Personnel Requisition Form in Section A (Approval to Fill Position, Position Announcement); (2) adding in Section D (Ethnic Identification) an Applicant Statistical Data Sheet to self-identify race and ethnicity; (3) adding the requirement in Section F (interview Procedure) for the Department Chair to complete the Screening Matrix Form to evaluate candidates for selection to interview; and (4) adding the requirements that after the interview process the Department Chair, through the Dean, will send a request to make an offer of employment to the Provost and Vice President for Academic Affairs and, after a conditional verbal offer of employment has been accepted, contingent upon successful completion of a criminal background check if one is required according to MSU Policy 3.349.
- 05 Aug. 2021: Comprehensive revision and renumbering of MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy 3.112 (Procedures for Hiring Faculty) is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System, as MSU Operating Policy/Procedure ("OP") 06.15: Faculty Hiring Procedures.
- 07 Aug. 2026: Revised and approved by MSU President Stacia Haynie to comply with recent federal and state executive orders, added a section on policy purpose, and clarified the interview procedure to involve Human Resources and the Provost on the approval of interview questions.



Stacia Haynie, President
Midwestern State University

Date Signed: 8.7.26



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")

OP 06.16: Written Terms of Employment for Faculty

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: ~~05/01/2023~~ 03/01/2027

I. Policy Statement

This OP provides the terms of employment and contract issuance for faculty at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Application of OP

This OP applies to University faculty members who are employed in full-time faculty positions as defined in MSU OP 06.01: Faculty.

III. Policies and Procedures

- A. Each year the ~~Board of Regents~~ President of Midwestern State University will provide each faculty member with a ~~written statement~~ faculty appointment contract concerning the terms of his/her employment.
- B. The annual faculty appointment contract will include, ~~including special conditions, responsibilities, and any special prerequisites. The document will cover~~ such items as:
 1. Rank;
 2. Salary;
 3. Tenure provisions; and
 4. Inclusive dates of the term of service.
- C. Faculty may select for their salary to be paid in 9- or 12-month installments. Faculty who are temporary or visiting will not have the option to select a 12-month installment contract.

- D. Contracts or notification of intent to employ **for continuing faculty** will be made no later than **one month before the opening day of the semester May 31**, unless unavoidable budgetary delays exist. **Contracts for new faculty will be issued upon informal acceptance of an initial offer of employment.**
- E. New faculty will receive an offer letter in addition to the faculty appointment contract. Offer letters include additional terms of the offer, including a timeline for tenure and promotion, any years awarded for experience at another institution (per MSU OP 06.05: Faculty Tenure and Promotion), benefits, and moving expenses.
- F. Faculty members who are compensated with funds originating from outside the University (e.g., grants or contract funds) will be paid salary and benefits at a rate commensurate with what they would otherwise be paid from University funds.
- G. Faculty appointment contract and course assignment(s) are subject to and contingent upon:
 - 1. University fiscal resources and Board of Regents' approval of funds;
 - 2. Future legislative actions;
 - 3. Sufficient student enrollment; and
 - 4. Redistribution of faculty course assignments.
- H. University faculty members are subject to all applicable TTU System *Regents' Rules*, Policy Statements and Regulations, and operating policies and procedures contained in the MSU Operating Policies and Procedures Manual, including any changes adopted during the appointment year, and state and federal laws and regulations.

IV. Related Statutes, Rules, and Policies

Related Statutes:

Texas Education Code, Section 51.943 (Renewal of Faculty Employment Contracts)

Related Rules:

TTU System *Regents' Rules* (Chapter 04 – Academic Affairs)

Related MSU OPs:

OP 06.01: Faculty

OP 06.05: Faculty Tenure and Promotion

OP 06.06: Dismissal of Faculty for Cause

OP 06.15: Faculty Hiring Procedures

OP 06.17: Faculty Workload

OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching

OP 06.19: Office Hours for Faculty

OP 06.20: Faculty Performance Review

OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured Faculty Without Full Period of Notice

OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty

V. Responsible Office

Contact: ~~Lana Seates, Assistant to~~ Provost and Vice President for Academic Affairs

Phone: (940) 397-4226

E-mail: ~~lana.seates@msutexas.edu~~ provostoffice@msutexas.edu

VI. Revision History

11/10/1989: A thorough review and modification of the MSU Policies and Procedures Manual is approved by the MSU Board of Regents, which included Section 3.115: Written Terms of Employment for Faculty.

08/05/2021 Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.115: Written Terms of Employment for Faculty is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure ("OP") 06.16: Written Terms of Employment for Faculty.

08/07/2026: Revised and approved by MSU President Stacia Haynie to include adding sections for Policy Statement, Application of OP, Policies and Procedures; changing the issuance of a faculty contract from the Board of Regents to the President of the University; adding provisions that: (1) faculty may select for their salary to be paid in 9- or 12-month installments (faculty who are temporary or visiting will not have the option to select a 12-month installment contract); and (2) new faculty will receive an offer letter in addition to the faculty appointment contract (offer letters include additional terms of the offer, including a timeline for tenure and promotion, any years awarded for experience at another institution - per OP 06.20: Faculty Tenure and Promotion - benefits, and moving expenses.



Stacia Haynie, President
Midwestern State University

Date Signed: 8.7.26



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")

OP 06.18: Summer School, Part-of-Term, Special Term, and Overload Teaching

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: ~~09/01/2023~~ 03/01/2027

I. Policy Statement

This OP provides the terms of employment and contract issuance for faculty teaching during summer terms and overloads at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Application of OP

This OP applies to University faculty members who are employed in full-time faculty positions as defined in MSU OP 06.01: Faculty.

III. Definitions

For purposes of this OP:

- A. 11-month contract** is a contract that includes both summer terms as part of the annual faculty appointment contract.
- B. Overload** is any teaching load beyond the standard academic workload as defined in OP 06.17 Faculty Workload (Teaching Load Policy)
- C. Part-of-term** courses are taught in eight-week sessions within the long fall or spring semesters. Part-of-term courses may either be included as part of the faculty load or be taught as an overload.
- D. Special term** courses include Winter-mini and May-mini courses taught in an accelerated format between the fall and spring semesters (Winter-mini) and at the end of the spring semester (May-mini).
- E. Summer term** courses are taught in the 5-week terms in summer outside of the

Summer, Part-of-Term, Special Term, and Overload Teaching

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long fall and spring semesters.

IV. Policies and Procedures

- A. The University makes every effort to provide opportunities for ~~summer additional teaching outside of the standard annual contract~~; however, it cannot guarantee such employment.
- B. For summer courses:
 - 1. Generally, a faculty member will be limited to one ~~summer~~ term, thus allowing alternation or rotation. Exceptions are possible, especially in programs where summer enrollment requires the services of all or most of the regular program faculty.
 - 2. ~~Six semester hours~~ Two courses (up to 8 semester hours) will be considered a full load in each five-week summer session.
 - 3. Summer teaching is expected for faculty on **11-month** contract.
- C. Part-of-term courses may either be included in the standard teaching load or be taught as an overload.
- D. Special term courses vary in how they apply toward teaching load. Winter-mini courses apply toward spring teaching load. May-mini courses apply toward summer teaching load.
- E. Summer, part-of-term, and special term courses are subject to the same enrollment expectations as courses taught in the regular term.
- F. For overloads:
 - 1. The maximum overload in a regular term is two courses (up to 8 semester hours).
 - 2. The maximum overload in a summer term is one course (up to 4 semester hours).
 - 3. Faculty who receive adjustments or exceptions to the standard academic workload or administrative release per MSU OP 06.17: Faculty Workload (Teaching Load Policy) should have any overload evaluated and approved first by their chair, dean or the provost prior to receiving an overload contract.

V. Related Statutes, Rules, and Policies

Related Statutes:

Texas Education Code, Section 51.943 (Renewal of Faculty Employment Contracts)

Related Rules:

TTU System *Regents' Rules* (Chapter 04 – Academic Affairs)

Related MSU OPs:

OP 06.01: Faculty

Summer, Part-of-Term, Special Term, and Overload Teaching

- OP 06.05: Faculty Tenure and Promotion
- OP 06.06: Dismissal of Faculty for Cause
- OP 06.15: Faculty Hiring Procedures
- OP 06.16: Written Terms of Employment for Faculty
- OP 06.17: Faculty Workload
- OP 06.19: Office Hours for Faculty
- OP 06.20: Faculty Performance Review
- OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured Faculty Without Full Period of Notice
- OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty

VI. Responsible Office

Contact: ~~Lana Seates, Assistant to~~ Provost and Vice President for Academic Affairs
 Phone: (940) 397 - 4226
 E-mail: ~~lana.seates@msutexas.edu~~ provostoffice@msutexas.edu

VII. Revision History

- 11/10/1989: Adopted and approved by the MSU Board of Regents as MSU Policy and Procedure 3.133: Summer School Teaching.
- 02/11/2000: Revised by the MSU Board of Regents to include changes made only in wording according to the transition from divisions to colleges (division director changed to dean or chair, division changed to college or program, coordinator to chair, etc.).
- 11/10/2006: Revised by the MSU Board of Regents to clarify that six semester hours will be considered a full load in each *five-week* summer session.
- 08/05/2021: Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.133: Summer School Teaching is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure ("OP") 06.18: Summer School Teaching.
- 08/07/2026: Completely revised and renamed: MSU OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching. Approved by MSU President Stacia Haynie.



Stacia Haynie, President
 Midwestern State University

Date Signed: 8.7.26



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")

OP 06.23: Adjunct Faculty

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: ~~08/01/2022~~ 03/01/27

I. Policy Statement

This OP provides the terms of employment and contract issuance for adjunct faculty at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Application of OP

This OP applies to University faculty members who are employed in adjunct positions as defined in MSU OP 06.01: Faculty.

III. Procedures and Responsibilities

A. Introduction

It is the policy of the University to employ qualified part-time faculty to supplement the schedule or bring exceptional expertise into the classroom. Such part-time instructors generally meet the minimum academic requirements of the instructor rank. In most circumstances, the Dean and the Provost and Vice President for Academic Affairs will approve the hiring of part-time faculty with at least eighteen (18) hours of graduate credit in the subject to be taught. In addition to part-time instruction, adjunct faculty may give periodic lectures, supervise clinical practice, or perform other duties such as supervision of a graduate student's thesis. These faculty will all be classified as adjunct faculty.

B. Conditions

1. Adjunct faculty will not be given committee assignments or other full-time faculty responsibilities.

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2. Adjunct faculty members are expected to maintain ~~between two and four~~ office hours ~~per week in a modality~~ appropriate to their assignment and convenient to their students.
3. All such personnel are required to have a contract designated for adjunct faculty issued through the ~~Office of the Provost and Vice President for Academic Affairs~~ ~~President's Office~~. The salary of adjunct faculty is ~~negotiated independently and is~~ based on job description, degree held, and experience, ~~and market demand~~. All faculty holding adjunct status are entitled to an I.D. Card and a motor vehicle registration decal.
4. All positions designated as benefit-eligible must have ~~the~~ prior approval by the University's Office of Human Resources ~~of the President and the Midwestern State University Board of Regents~~ in accordance with current state law. Benefit determination will be made in consultation with the Office of Human Resources. ~~Midwestern State University adjunct faculty will be considered benefit eligible for the purpose of receiving state-funded health benefits and retirement if they meet all of the following criteria:~~
 - ~~a. Maintain a workload of 50% or more of a standard faculty work load. For adjunct faculty, each three credit hour course taught constitutes 15% of a full-time equivalent faculty.~~
 - ~~b. Work on a continuing basis for one full semester or 4 1/2 months.~~
 - ~~c. Receive pay at a comparable rate being paid to other full-time faculty members with comparable degrees who teach in the same academic areas.~~
- ~~5. Receive pay at a comparable rate being paid to other full-time faculty members with comparable degrees who teach in the same academic areas.~~

C. Hiring Process

Authorization to hire adjunct faculty who satisfy the above criteria must be granted by the ~~Office of the~~ Provost and Vice President for Academic Affairs before a faculty contract can be issued. In order to preclude misunderstandings ~~in regard to~~ regarding benefit-eligible status, academic deans responsible for hiring adjunct faculty shall follow these procedures:

1. Immediately following a decision to hire an adjunct faculty member, the dean will prepare and sign a Midwestern State University Employment Recommendation. The form will be completed to indicate the benefit-eligibility status of the new employee.
2. Before the new adjunct faculty member is given authorization to start work, the Employment Recommendation will be processed through the Human Resources Department to verify the employee's benefit status. ~~Employment~~
- ~~3. Recommendations will be forwarded by the Human Resources Department to the Office of the Provost and Vice President for Academic Affairs. If the terms of employment indicate that the employee is benefit-eligible, the Provost and Vice~~

~~President for Academic Affairs will indicate the appropriate actions necessary to be in compliance with the above policy.~~

43. The Office of the Provost and Vice President for Academic Affairs will be responsible for issuing faculty contracts when all required employment verifications are completed.

D. Orientation Requirements

All new part-time faculty are required to attend a general orientation session during the first semester of employment by Midwestern State University. The orientation session will include university academic procedures and responsibilities, and in general, will be conducted by Department Chairs and Deans of Colleges.

IV. Related Statutes, Rules, and Policies

Related Rules:

TTU System Regents' Rules (Chapter 04 – Academic Affairs)

Related MSU OPs:

OP 06.01: Faculty

OP 06.05: Faculty Tenure and Promotion

OP 06.06: Dismissal of Faculty for Cause

OP 06.15: Faculty Hiring Procedures

OP 06.16: Written Terms of Employment for Faculty

OP 06.17: Faculty Workload

OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching

OP 06.19: Office Hours for Faculty

OP 06.20: Faculty Performance Review

OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured Faculty Without Full Period of Notice

OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty

V. Responsible Office

Contact: ~~Lana Seates, Assistant to~~ Provost and Vice President for Academic Affairs

Phone: (940) 397 – 4226

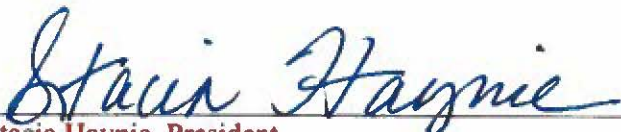
E-mail: ~~lana.seates@msutexas.edu~~ provostoffice@msutexas.edu

VI. Revision History

11/10/1989: Adopted and approved by the MSU Board of Regents as MSU Policy and Procedure 3.129: Adjunct Faculty.

05/10/1991: Modified by the MSU Board of Regents to better reflect the current procedures dealing with adjunct faculty.

- 05/14/1993: Revised by the MSU Board of Regents by adding a section outlining benefit eligibility for adjunct faculty and the procedures that must be followed in hiring adjunct faculty.
- 11/10/2000: Revised by the MSU Board of Regents to better reflect accepted practices in higher education concerning benefit-eligibility status for adjunct faculty.
- 11/09/2001: Revised by the MSU Board of Regents to add a requirement that all new part-time faculty are required to attend a general orientation session during the first semester of employment at the University.
- 08/05/2021 Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.133: Summer School Teaching is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure ("OP") 06.18: Summer School Teaching.
- 08/07/2026: Revised and approved by MSU President Stacia Haynie to include adding sections for policy statement and application of OP; and removing specific benefit information to defer to the University's Office of Human Resources for benefit determinations.


 Stacia Haynie, President
 Midwestern State University

Date Signed: 8.7.26



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure ("OP")

OP 06.40: Faculty Compensation

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Human Resources
Next Scheduled Review: ~~09/01/2023~~ 03/01/27

I. Policy Statement

This OP provides the principles for determining compensation of continuing contract faculty at Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University ("TTU") System.

II. Application of OP

This OP applies to University faculty members who are on contract in full-time positions as defined in MSU OP 06.01: Faculty.

III. Procedures and Responsibilities

A. Budget and Compensation

The compensation of continuing contract faculty is increased annually if permitted by prevailing budgetary constraints. The primary budget parameters that determine ability to assign raises is student enrollment, as defined by recruitment and retention.

B. Determinants of Faculty Raises

1. Consistent with State of Texas ~~policy~~ law (*Texas Education Code*, Section 51.962 - Merit Salary Increases), salary increases for faculty or faculty equivalent employees of institutions of higher education must be awarded on the basis of merit and performance in accepted activities. To be eligible for a merit salary increase, a faculty member must have been employed by the institution of higher education for more than six months, and at least six months must have elapsed since the last merit increase. Merit increases are determined based on quality of work as determined by OP 06.20: Faculty Performance Review.
~~faculty compensatory increases are given on a merit basis.~~

2. At MSU, salary ~~equity~~ parity is based upon years of service, discipline, and academic rank. Data used to determine comparison salaries based on academic rank and discipline will be obtained from the College and University Professional Association for Human Resources ("CUPA-HR") Data on Demand (or equivalent) using a comparison group relevant to MSU ~~and quality of work as determined by Section 3.114 OP 06.20 (Faculty Performance Review) of this manual.~~

C. Process for Assigning Faculty Raises

All faculty salary increases are given through the annual budgetary process. Recommendations for individual faculty salary increases ~~begin with~~ are initiated by the relevant department chair ~~and are reviewed by~~ in collaboration with the relevant college dean and the Provost and Vice President for Academic Affairs. The ~~Provost President~~ recommends salary increases to the President ~~Board of Regents~~ for final approval.

IV. Related Statutes, Rules, and Policies

Related Statutes:

Texas Education Code, Section 51.943 (Renewal of Faculty Employment Contracts)

Texas Education Code, Section 51.962 (Merit Salary Increases)

Related Rules:

TTU System Regents' Rules (Chapter 04 – Academic Affairs)

Related MSU OPs:

OP 06.01: Faculty

OP 06.05: Faculty Tenure and Promotion

OP 06.06: Dismissal of Faculty for Cause

OP 06.15: Faculty Hiring Procedures

OP 06.16: Written Terms of Employment for Faculty

OP 06.17: Faculty Workload

OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching

OP 06.19: Office Hours for Faculty

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OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured Faculty Without Full Period of Notice

OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty

V. Responsible Office

Contact: Director, Human Resources

Phone: (940) 397-4221

E-mail: human.resources@msutexas.edu

VI. Revision History

11/05/2004: MSU Policy/Procedure 3.132: Faculty Compensation is adopted and approved by the MSU Board of Regents.

- 08/05/2021 Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.132: Faculty Compensation is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure ("OP") 06.40: Faculty Compensation.
- ___/___/2026: Revised and approved by MSU President Stacia Haynie to include adding section headings; breakout of compensation based on budget, determinants of faculty raises, and process for faculty raises; and removing specific benefit information/procedures and deferring to the Office of Human Resources for benefit determinations. In section on determinants of raises, added *Texas Education Code* reference for merit raises and CUPA-HR (College and University Professional Association for Human Resources) for parity/equity raises.



Stacia Haynie, President
Midwestern State University

Date Signed: 8.7.26

