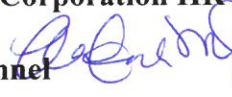


Memorandum

Date: November 21, 2016

To: Provost, College Deans, Department Chairs, Support Staff, Corporation HR

From: Natalie King, Associate Vice President for University Personnel 

Subject: Calculating Faculty Daily Rate

This updates the memorandum from November 15, 2002 which outlined the standard calculation of faculty daily rates for Special Consultant or Grant appointments. This update is effective with paperwork received beginning January 1, 2017. In consultation with the Chancellor's Office and University Corporation Human Resources, this update is a result of a review of the number of contract days over the past 10 academic years.

For full-time monthly rates, use round numbers for ease of application. For 10-month librarians, coaches, and counselors, use the Academic Year formula. For calculation of daily rate for exempt staff and MPP positions, use the 12-month faculty formula.

To calculate daily rate for Academic Year or 10-month appointments, use the following formula:

Full-time equivalent Academic Year annual salary divided by 175*

Examples:

- 1) An associate professor earns \$6,500 per month.
 $\$6,500 \times 12 = \$78,000$ (annual salary)
 $\$78,000 / 175 = \445.71 (daily rate)
- 2) A lecturer teaches 6/15 and earns \$1,716.40 per month.
 $\$1,716.40 \times 15 = \$25,746 / 6 = \$4,291$ (full-time monthly rate)
 $\$4,291 \times 12 = \$51,492$ (annual salary)
 $\$51,492 / 175 = \294.24 (daily rate)

To calculate daily rate for faculty 12-month appointments, use the following formula:

12-month faculty annual salary divided by 260**

Example:

- 1) A 12-month faculty earns \$96,000 annually.
 $\$96,000 / 260 = \369.23 (daily rate)

Thank you for your attention to this matter. If you have any questions or concerns, please contact Mark Alabanza at (831) 582-4642 or malabanza@csumb.edu.

*Average number of contract days in the past 5 and 10 academic years at CSUMB.

**Average number of working days in a calendar year.