FACTS:

- Texas Woman’s University is an institution of higher education dedicated to the pursuit of education, research, and public service objectives.
- Enrollment of approximately 15,000 students between Denton, Dallas, and Houston campuses.
- TWU is the nation’s largest university primarily for women.
- The university has the responsibility of securing staff as effectively and economically as possible with the monies placed in its charge.
- Salaries are based on several factors: duties, responsibilities, education, experience, KSA, internal equity, market analysis, and the availability of funds.
Types of Employees in Higher Education

- **Faculty Employee**: An employee with academic rank, paid to teach or conduct research.

- **Executive Employee**: An employee appointed to serve the University as Chancellor and President or Vice President.

- **Administrative Employee**: An employee whose duty consists of the executive director, director, associate, or assistant administrator of a recognized department or budgeted entity, and is not more than three levels below the Chancellor and President or a Vice President.
Types of Employees in Higher Education

• **Professional Employee**: An employee primarily responsible for the performance of work requiring an occupational qualification, specialized training or certification in a recognized professional field of science or learning.

• **Classified Employee**: An employee not included in any of the above definitions and will have a minimum and maximum base salary established in the University Compensation Pay Plan.
Office of Human Resources

Types of Employees in Higher Education

• Adjunct Faculty – Usually a part-time employee who may teach on-line or hybrid coursework.
• Student Assistant – Student enrolled in TWU who performs part-time work.
• Graduate Research Assistant – Graduate student enrolled in TWU and employed in support of the research mission of the unit.
• Graduate Teaching Assistant – Graduate student enrolled in TWU and employed in support of instruction.
• Graduate Assistant (S) - Graduate student enrolled at TWU and employed in support of instruction.
• Graduate Assistant (W) - Graduate student enrolled at TWU and employed to assist with administrative duties.
Compensation’s Major Functions

• **Request for New Positions**
  – JAQ- Job Analysis Questionnaire for New Position
  – Add a new position to your department (budget line)
  – Can be existing position in TWU Pay Plan or create a new position
  – Title, salary, job description

• **Request for Reclassifications**
  – JAQ- Job Analysis Questionnaire for Reclassifying an existing position
  – Uses an existing budget line for funding plus/- increase/decrease
  – Can be existing position in TWU Pay Plan or create a new position
  – Title, salary, job description
Compensation’s Major Functions

• **University Pay Plan**
  – Professional & Administrative
  – Classified Positions lists minimum and maximum salaries

• **Staff Job Descriptions**
  – Create and maintain
    • Any changes that need to be made
      – Reporting structure
      – Small changes to duties
      – Department name changes

• **Build position sequence in Oracle**
  – HR.Mgr Compensation.E.T.1
Compensation’s Major Functions

- **Title Change Only**
  - Title Change Only Form
    - Title needs to reflect the position better-no change in salary

- **FTE Adjustment**
  - FTE may be reduced or increased

- **Department (Org) Name Changes**

- **Supplemental Task Payments**
  - STP Forms for all regular full time employees
  - MSS Task Payments

- **Holiday Schedule**
Compensation’s Major Functions

• Job Descriptions
  – The official job title, a job summary, a description of the duties and responsibilities
  – A statement of the minimum education and experience qualifications, certifications and licensing, if any
  – Knowledge, skills and abilities
  – Physical demands and work environment
Types of moves:

- **Promotion:** The change of an employee from a position of one title to a position of another title assigned to a higher salary. (To be eligible to make application for a transfer or promotion to a posted vacancy, the employee must have been employed in her or his present position for at least six months.)

- **Transfer:** The change of an employee from a position to another position assigned to the same salary.
Office of Human Resources

Please let us know how we can assist you

• If you have any questions, please contact the Office of Human Resources.

• Teri Hasten, Manager of Compensation  Ext: 3564
  Email: thasten@twu.edu

• Amber Geldersma, Sr. HR Generalist Ext: 3548
  Email: ageldersma@twu.edu