

## Academic Salary and Service Basis

Academic appointments can be for twelve, ten, nine months, or “dates indicated”. Faculty appointments are generally Academic Year Service Basis (9/12), or in specific units may be Twelve Month Service Basis (12/12). Academic Professional appointments are generally Twelve Month Service Basis (12/12). Following are the salary options for each of the service basis:

Appointment Service Basis	Salary
Twelve Months (includes 1 month of non-service, given as vacation)	Monthly pay during the period over which services are rendered
Ten Months	Monthly pay with salary spread over twelve months Or Monthly pay with salary spread over service months if appointed for partial year, first year hardship, or last year before retirement, if known prior to the start of the academic year
Academic Year (Nine Months)	Monthly pay for service 8/16-5/15 with salary spread over twelve months Or Monthly pay for service 8/16-5/15 with salary spread over service months if appointed for a partial year, first year hardship, or last year before retirement, if known prior to the start of the academic year
Dates Indicated	Monthly pay during the period over which services are rendered (cannot be academic year dates, typically less than 9 months)

Also see: [https://nessie.uihr.uillinois.edu/pdf/personal\\_info/ExplanationofServiceBasis.pdf](https://nessie.uihr.uillinois.edu/pdf/personal_info/ExplanationofServiceBasis.pdf)

Employees who go from one service basis to another will have a salary conversion:

1. Twelve Months to Academic Year Conversion:

To convert a salary from 11 months of service to 9 months service, divide the current salary by 11 and multiply the quotient by 9.

Example:      Current salary \$66,000  
                   \$66,000 divided by 11 months = \$6,000  
                   \$6,000 x 9 = \$54,000

2. Academic Year to Twelve Months Conversion:

To convert a salary from 9 months service to 11 months service, divide the current salary by 9 and multiply the quotient by 11.

Example:      Current Academic Year Salary \$54,000  
                   \$54,000 divided by 9 months = \$6,000  
                   \$6,000 x 11 = \$66,000

3. Twelve Months to Ten Months Conversion:

To convert a salary from 11 months service to 10 months service, divide the current salary by 11 and multiply the quotient by 10.

Example:      Current Twelve Month Salary \$66,000  
\$66,000 divided by 11 months = \$6,000  
\$6,000 x 10 = \$60,000

4. Ten Months to Twelve Months Conversion:

To convert a salary from 10 months service to 11 months, divide the current salary by 10 and multiply the quotient by 11.

Example:      Current Ten Months Salary \$60,000  
\$60,000 divided by 10 months = \$6,000  
\$6,000 x 11 = \$66,000

5. Academic Year to Ten Months Conversion:

To convert a salary from 9 months service to 10 months service, divide the current salary by 9 and multiply the quotient by 10.

Example:      Current Academic Year Salary \$54,000  
\$54,000 divided by 9 months = \$6,000  
\$6,000 x 10 = \$60,000

6. Ten Months to Academic Year Conversion:

To convert a salary from 10 months to 9 months, divide the current salary by 10 and multiply the quotient by 9.

Example:      Current Ten Months Salary \$60,000  
\$60,000 divided by 10 months = \$6,000  
\$6,000 x 9 = \$54,000

POLICY REFERENCE

In accord with University General Rules, Article IV, Section 1 (h)

[https://www.bot.uillinois.edu/UserFiles/Servers/Server\\_694865/File/General-Rules-1-19-2017.pdf](https://www.bot.uillinois.edu/UserFiles/Servers/Server_694865/File/General-Rules-1-19-2017.pdf)

(h) Staff members with the exception of assistants rendering services during the academic year shall be compensated in twelve monthly installments or on a pro rata basis for shorter periods.

Beginning AY 08-09, any academic (other than graduate assistants) who is appointed for the full academic year, must be set up 9 over 12. The only exceptions are: non-graduate assistant academics who begin their initial year after the start of the year (i.e., after September 15); employees for whom it can be substantiated that deferred compensation would result in a financial 'hardship' for them in their first year or; those who are retiring at the end of the current academic year, if known prior to the start of the academic year.