

H-1B ACTUAL WAGE MEMORANDUM - FACULTY

The University of Mississippi Medical Center establishes base salaries, according to faculty rank (Professor, Associate Professor, Assistant Professor, Instructor) for full-time clinical and non-clinical faculty who meet the minimum job requirements. Faculty who possess qualifications beyond the minimum requirements may be compensated above the base with approval from the department chair and the Vice Chancellor based upon the following criteria:

- Educational background, including the level of education obtained, notable educational accomplishments/honors, and reputation of the academic institution
- Number of years of teaching/research experience and other relevant experience
- Specific skills, training, knowledge and abilities in the academic field
- The nature of the job duties/responsibilities and degree of supervision involved
- Other indicators of performance and ability such as job references, receipt of prizes/awards, professional publications, etc.
- Other legitimate business-related factors such as the availability of similarly qualified individuals in the market place.

Utilization of the factors referenced above in determining the actual wage for faculty at the University of Mississippi Medical Center conforms to recognized principals in determining compensation in the field of higher education and research.

DETERMINATION OF ACTUAL WAGE RATE

Position: _____

Sponsoring Department: _____

At the University of Mississippi Medical Center, the comparable pool of faculty for H-1B actual wage purposes is established by comparing faculty who are assigned the same job title, are involved in a comparable discipline, and are located within the same department as the H-1B employee. An **H-1B Actual Wage Comparison Form** listing the faculty who meet these criteria must be completed by the department. Included on the form are columns for the department to enter each faculty member's employee number, salary, number of years of experience and type of degree. The Department Head (or his/her designee) determines which faculty on the list are "comparable" to the H-1B employee based upon experience, education, duties/responsibilities, specialized knowledge and other legitimate business factors. This group of employees becomes the comparison group for purposes of determining the actual wage. The actual wage rate will be a salary within the range of salaries paid to this group of comparable employees. If the department determines that there are no comparable employees when

taking into consideration the comparison factors listed above, the actual wage rate will be the salary paid to the H-1B beneficiary. If there are faculty in the "comparable" group whose salary is greater than the proposed salary of the H-1B beneficiary, the Department Head (or his/her designee) must provide a justification for the higher salary.

There are currently _____ faculty working in this position in the department who are comparable to the H-1B beneficiary. The actual range of annual salaries for faculty in this position is \$ _____ to \$ _____. The H-1B beneficiary will receive an annual salary of \$ _____.

There are no comparable faculty in the department; therefore, the actual wage rate is the rate that will be paid to the H-1B beneficiary.

Signature of Department Chair

Date

Signature of Department Business Administrator

Date