

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Faculty and Staff

BCOM Policy: B7590

TOPIC: Compensation Guidelines

Approval Date: 01/9/2020

Effective Date: 01/9/2020

Approved: \_\_\_\_\_  
Signature on File

Page 1 of 1

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**POLICY**

BCOM shall follow compensation guidelines which regularly benchmark employee compensation to agreed-upon market comparators. The compensation comparability information may be collected from national CUPA-HR, AAMC and other applicable sources. This data will be used as a guideline for setting salaries; actual salaries may be adjusted for other factors including, but not limited to, experience and credentials. This process will encompass implied cost-of-living adjustments, which will not be separately provided.

**RESPONSIBLE OFFICIAL(S):**

Board of Trustees, President, Dean, Vice President of Administration/CFO

**PROCEDURES**

1. Market equity adjustments as informed by established market comparators will be determined on a three-year cycle. Board approval will be required to adjust market comparator sources.
2. Merit compensation will be in the form of an annual bonus. The amount of the annual bonus will be determined based upon approved budgetary parameters.

**CROSS-REFERENCE**

Procedural guidelines for the application of compensation adjustments may be found at the following links:

<https://bcomnm.org/HR010/>

<https://bcomnm.org/HR011/>

<https://bcomnm.org/HR012/>