DATE: June 9, 2016

RE: Faculty Compensation 2016-17

The purpose of this Memorandum is to provide clarification and guidance regarding the administration of salary increases and merit increases for the FY 2015-16 performance year.

Annual salary increases are intended to reward faculty for work performance over the prior year (SEPTEMBER 1, 2015 THROUGH JUNE 30, 2016). Assessment and recognition of the accomplishments of our faculty through a fair and balanced annual merit review process is one of our most important responsibilities. In addition, the allocation of any funds that are available to increase faculty salaries, while accomplished in a separate process, is a similarly important responsibility. The outcomes of these two processes are related as allocation of resources should a) correlate with merit, b) be unbiased with respect to gender and diversity, and c) be market driven. Guidelines regarding these processes are given below:

1. All faculty will receive compensation and benefits in accordance with the provisions set forth below.

2. On June 2, 2016, the University approved a salary increase pool of 2.0% for faculty as part of the FY17 budget process. This allocation includes a standard merit pool of 1.025% and a further merit pool of approximately 0.975%. All salary increases are based on an evaluation of performance according to criteria of the merit plan.

3. Merit awards for eligible faculty will come from three merit pools that collectively equal 2.0% of the aggregate of those employees’ annual salaries (as of June 30, 2016):

   a. **Standard merit**: Faculty who qualify for standard merit will receive an increase of 1.025% of their salary. Standard merit will be allocated to academic units at the department level based on the number of full-time-equivalent faculty members in each unit as a percentage of all eligible faculty members. Faculty who do not qualify for standard merit will receive no increase.

   b. **Additional merit**: Faculty who qualify for additional merit will receive an additional increase of 0.325% of their salary. Additional merit will be allocated to academic units at the department level based on the number of full-time equivalent faculty members in each unit as a percentage of all eligible faculty members.
c. **Extraordinary merit:** Faculty who qualify for extraordinary merit will receive a third increase of 0.650% of their salary. Additional merit will be allocated to academic units at the department level based on the number of full-time equivalent faculty members in each unit as a percentage of all eligible faculty members.

4. The Provost and Senior Vice President for Academic Affairs will work with the Deans to ensure that the results of the merit and self-evaluation process in each curriculum area are appropriate and have a reasonable degree of consistency across curriculum areas, taking into account distinctions in disciplinary approaches and programmatic and curricular goals. The Provost and SVPAA and Deans will also ensure that faculty are being given constructive feedback in the merit and self-evaluation process.

5. New contracts go into effect September 1. These contracts will include promotion and merit increases. The merit system itself is set forth in the Journal of Record (pp. 80-88) and is incorporated herein by reference.

6. In the event of a promotion in rank, the faculty member will receive the greater of the following: a) their current base salary plus annual merit plus 1% of current base salary plus $1,000, or b) the minimum of the new rank plus any additional merit compensation awarded for previous years beyond standard merit. In either case, if he/she was a full-time faculty member prior to the 1997-1998 academic year, $1,188 will be added to his/her salary. This additional amount reflects savings from the 1996 change to a new health plan.

7. The salary paid for part-time instruction to full-time faculty members (beyond normal load) and the salary for credit courses for adjunct faculty who are not full-time faculty members will be as follows. Higher payments are occasionally made as market conditions dictate.

   - Non-terminal degree: $4,750
   - Terminal degree: $5,250

   • The Administration will provide a list of adjunct salaries to the Faculty Salary Committee each semester.

8. The standard stipend for chairing a department shall be $6,000 per year. The Senior Vice President for Academic Affairs will inform the Faculty Salary Committee in writing of any exceptions to this stipend amount.

9. The Faculty Salary Committee and the Administration recognize the need to examine faculty salary distributions for gender inequities, racial inequities, and other inequities covered by federal and state statute as well as inequities created by hiring new faculty and by market conditions.

10. On or about October 15th of each academic year, the Administration shall
provide to the Faculty Salary Committee a list of all faculty salaries and benefits including rank, school, gender, date of hire and date of rank. The faculty salary committee agrees to maintain confidentiality. They agree not to share or discuss individual salaries with anyone outside the salary committee.

11. “Benefit Plans Overview for Full-Time Faculty”, a summary of existing benefits, is incorporated in this document as Appendix 1.

12. Both the FACHEX plan and the Tuition Exchange Program are coordinated through the Office of the Dean of Enrollment.

13. The benefits and conditions stated in this Faculty Compensation Memorandum shall be reflected in all 2016-2017 letters of appointment. The Faculty Salary Committee and the Administration will begin collegial discussions of the 2017-2018 Faculty Compensation and Benefits terms on or about October 15, 2016. In the spirit of collegiality, and in furtherance of the President’s directive for a more collaborative system of governance, the Administration will work with the Faculty Salary Committee to discuss salaries as well as any and all benefits; to provide all pertinent information; to receive recommendations concerning benefits and any substantive changes to benefits; to discuss salary and benefit changes; to be receptive to faculty participation in a cooperative process with the intent of arriving at a mutually agreed upon terms for 2017-2018.