

## Faculty FY20 Salary Adjustment Procedures

APRIL 19, 2019

I am pleased to inform you that the University of Idaho will grant salary adjustments for most faculty effective June 30, 2019 with the new pay rates reflected in the July 26, 2019 paycheck.

**Your response for recommendations is due by 5:00pm, Wednesday, May 1, 2019 to [kims@uidaho.edu](mailto:kims@uidaho.edu).**

The initial approach for setting target salaries is based on market rates found in the College and University Professional Association for Human Resources (CUPA) data primarily, and the Oklahoma State University (OSU) faculty salary survey of institutions belonging to the Association of Public and Land-grant University's (APLU) as a secondary source when necessary. In a few instances, non-academic units use data from the Bureau of Labor Statistics (BLS).

Each faculty member, department chair, and dean participated in a process that identified an appropriate classification of instructional programs (CIP) code. The faculty compensation taskforce established the initial methodology for assigning target salaries based on time in rank. The longevity table and the market salaries FY2020 can be found on the Office of the Provost and Executive Vice President [website](#).

### **Funding:**

The recommended increases for those positions permanently budgeted on general education sources as of the FY2020 Budget Book will be supported by central general education funds. When other sources provide whole or partial funding of a faculty position, then those other sources must provide additional funding to support the recommended salary adjustment. If other funding sources are not available to support the recommended increases, the dean or vice provost may "zero out" the recommended increase due to insufficient funding. It is the responsibility of the administrator to ensure the entire unit is applying the criteria within this guideline consistently to employees in their unit regardless of funding source.

### **Faculty Administrators:**

Individuals previously on a separate spreadsheet previously distributed by HR, have not been incorporated into the spreadsheets sent to each unit. The column headings for data and information on these appointments is highlighted yellow. Direct reports to the Provost/EVP are not distributed to the unit.

Units with split-funded positions should work together to ensure agreement on proposed increases.

**Note:** Final recommended salary amounts will be adjusted for rounding in Banner.

**The salary adjustments are subject to the following conditions:**

1. The recipient must be a university faculty member either tenure track, tenured, or on a non-tenure track with rank of Instructor, Senior Instructor, Assistant Professor, Associate Professor, Full Professor, or Distinguished Professor.
2. The recipient of any salary increase must be in the current position by April 6, 2019.
3. The recipient of any salary increase must be performing satisfactorily overall and within each category with regard to their duties and responsibilities as assessed in the 2018 annual faculty performance evaluation process.
4. The recipient of any salary increase must have completed mandatory compliance training and will be provided an increase accordingly:
  - a. If completed by December 8, 2018, eligible for the legislative mandated \$550, target/market adjustments, and performance pay.
  - b. If completed after December 8, 2018, eligible for the legislative mandated \$550. The employee is not eligible for market/target adjustments. These employees are not eligible for performance pay.
  - c. If the training was not completed, the employee is not eligible for any increase.
5. The funds must be available to support the recommended salary increases. Increases must be applied consistently within the unit regardless of funding sources.
6. All recommendations are subject to final approval by the president. All salary adjustments must be approved by the respective dean or vice provost, and provost and executive vice president.

**About the attached recommendations spreadsheet:** The following adjustments have been made to the attached spreadsheet that is to be used in submitting your additional recommendations for approval. If you find errors, please be sure to comment on the error in the notes column, column CQ.

1. If we have been informed and received documentation that an individual is separating from the university, they have been removed. If this information was received after April 10, they have been zeroed out on the spreadsheet.
2. If the employee did not meet expectations overall or in a category for their 2018 performance evaluation, their line has been removed from the spreadsheet; they are not eligible for any increase. A separate spreadsheet is included with notes informing you of the exact reason the employee is not eligible for a change in compensation.
3. If an employee was granted promotion in rank, the promotional increment has been added to the spreadsheet. The increment is added after salary adjustments, including when you make additional recommendations for adjusting the salary.
4. The portion of the centrally allocated funds available for college/vice provost-recommended increase is located in cell **CE1**.

5. Column BO represents amounts provided by Central University to fix employees that were tagged as Faculty Administrators in FY19.
6. Increases being funded meet the State's guidelines on giving everyone \$550 are in Column BS.
7. Column BW has the amount of increase needed to bring the faculty member to 80% of their target salary.
8. Column CA is the adjustment to bring faculty closer to their target rate of pay.

**Directions for making additional recommendations:**

(DUE 5:00pm, Wednesday, May 1, 2019 to [kims@uidaho.edu](mailto:kims@uidaho.edu)):

1. Please use column CE to show college/vice provost-recommended increases for each employee. Columns CF and CG will auto fill with the general education and non-general education portions of the increase. Cell CE2 should equal cell CE1.
2. Column CI should be used for other recommended increases which are not funded by your portion of the general education pool.
3. Please add notes in column CQ to support your rationale for the increases provided in column CI, other increases not funded by the general education pool.
4. If funding sources are not available to support the recommended increases, the dean or vice provost may "zero out" the recommended increase due to insufficient funding. Be sure to make a note in column CQ.
5. When you return your spreadsheet, please include a rationale in the body of the email that explains the decision made for columns CE (college-recommended increase) and CI (performance increase).
6. For Faculty Administrators, please use Columns CR and CS to indicate the portion of their salary that should be budgeted between E4105 and E4107.

**Note:** The cells referenced above are color coded to aid in interpreting the instructions. If there are questions please reach out to Kim Salisbury, [kims@uidaho.edu](mailto:kims@uidaho.edu) or 208-885-5055.

**Upon approval by the President:**

Central administration will implement all salary increases via an automated process. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 6/30/2019 using their **current** labor distribution on NBAPBUD. Units are responsible for processing any actions needed for approved temporary pay and/or FTE changes or labor distributions with an effective date for the new contract period. Please wait for instructions from the budget office for the specific date to submit EPAFs.

Electronic salary agreements and contracts are anticipated to be available mid-May. Communication to the University will be made similarly to last year.

***May 3, 2019 update: Per state requirements, the mandatory \$550 must be applied to employees who did not meet expectations and cannot be reduced for employees who are less than 1.0 FTE. Final salary adjustments will reflect these requirements.***