

Faculty FY19 Salary Adjustment Procedures

May 8, 2018

I am pleased to inform you that the University of Idaho will grant salary adjustments for most faculty effective July 1, 2018 with the new pay rates reflected in the July 27, 2018 paycheck. **Your response for recommendations is due by 5:00pm, Thursday, April 26, 2018 to 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.

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 methodology for assigning target salaries based on time in rank. The longevity table is included at the end of this document.

Additionally, the taskforce recommended approximations for market based compensation in the few areas where no data was available, more specifically for non-tenure track research and instructional faculty. Other faculty types not in academic units (e.g. library staff, extension faculty) have been assigned to established market salaries available through other data sources such as the Bureau of Labor Statistics in partnership with the appropriate leadership (usually Deans or Directors) from that area.

Funding:

The recommended increases for those positions permanently budgeted on general education sources as of the FY2018 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.

A pool of funds are available centrally for the recommended salary increases on positions permanently budgeted on general education as of the FY2018 Budget Book. All other funding, including recommended increases for positions not permanently budgeted on general education as of the FY2018 Budget Book is the responsibility of 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, or Full Professor.
2. The recipient of any salary increase must be in the current position by March 31, 2018.
3. The recipient of any salary increase must be performing satisfactorily overall with regard to their duties and responsibilities as assessed in the 2017 annual faculty performance evaluation process.
4. The funds must be available to support the recommended salary increases.
5. 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 BJ.

1. If we have been informed and received documentation that an individual is separating from the university, they have been removed.
2. If the employee did not meet expectations overall for their 2017 performance evaluation, their line has been zeroed out; they are not eligible for any increase. This note has been made in column BJ.
3. If you responded “yes” to bringing an individual to 80% of their target, for their market rate, that adjustment has been made; otherwise a note has been made in column BJ.
4. 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.
5. The portion of the centrally allocated funds available for college-recommended increases is located in cell **AX1**.
6. Increases being funded to keep up with the FY 19 CUPA rates are located in column AT.
7. Increases being funded to bring employees to 80% of their target salaries are located in column AW.
8. Column AZ is informational to show you the remaining increases needed to keep up with the FY 19 CUPA rate.

9. Cell BB1 has the amount of general education funding for college-recommended increases.
10. Cell BE1 has the amount of general education funding for performance increases.

Directions for making additional recommendations:

(DUE 5:00pm, Thursday, April 26, 2018 to kims@uidaho.edu):

1. Please use column BA to show college-recommended increases for each employee. Columns BB and BC will auto fill with the general education and non-general education portions of the increase. Cell BB2 should equal cell BB1.
2. Please use column BD to show college-recommended performance increases for each employee. Columns BE and BF will auto fill with the general education and non-general education portions of the increase. Cell BE2 should equal cell BE1
3. Column BG should be used for other recommended increases which are not funded by your portion of the general education pool.
4. Please add notes in column BJ to support your rationale for the increases provided in column BG, other increases not funded by the general education pool.
5. 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 BJ.
6. When you return your spreadsheet, please include a rationale in the body of the email that explains the decision made for columns BA (college-recommended increase) and BD (performance increase).

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 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 1/1/2018 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.

LONGEVITY SCHEDULE

Rank Years Completed	Instructor	Senior Instructor	Assistant Professor	Associate Professor	Professor	Distinguished Professor
0	100.00%	100.00%	90.00%	95.00%	83.00%	83.00%
1	100.00%	100.00%	90.00%	96.00%	84.00%	84.00%
2	100.00%	100.00%	90.00%	97.00%	85.00%	85.00%
3	100.00%	100.00%	100.00%	98.00%	86.00%	86.00%
4	100.00%	100.00%	100.00%	99.00%	87.00%	87.00%
5	100.00%	100.00%	100.00%	100.00%	88.00%	88.00%
6	100.00%	100.00%	100.00%	100.00%	89.00%	89.00%
7	100.00%	100.00%	100.00%	100.00%	90.00%	90.00%
8	100.00%	100.00%	100.00%	100.00%	91.00%	91.00%
9	100.00%	100.00%		100.00%	92.00%	92.00%
10	100.00%	100.00%		100.00%	93.00%	93.00%
11	100.00%	100.00%		100.00%	94.00%	94.00%
12	100.00%	100.00%		100.00%	95.00%	95.00%
13	100.00%	100.00%		100.00%	96.00%	96.00%
14	100.00%	100.00%		100.00%	97.00%	97.00%
15	100.00%	100.00%		100.00%	98.00%	98.00%
16	100.00%	100.00%		100.00%	99.00%	99.00%
17	100.00%	100.00%		100.00%	100.00%	100.00%
18	100% ongoing until end of service for all ranks					