FY2019 Salary Process

The University of Idaho issues the following guidelines for the 2019 Salary Process. These guidelines provide the framework for determining salary increases, including the number of increases, amounts, and methodology for implementation. It is designed to be flexible.

Salary adjustment funding for Teaching Assistants will be calculated based on General Education increases and legislation provides for 50 percent of this funding to be used to bring faculty closer to market salaries or to address compression or inversion issues. The remaining 50 percent will be used to apply performance-based increases. The guidelines outlined below will direct salary adjustments for eligible staff.

The Provost’s Office has provided each unit a spreadsheet and detailed instructions. These spreadsheets reflect salary adjustments for eligible staff based on the following:

1. Increases are recommended to adjust for changes in market salary. For positions with an increase in market salary, the faculty salary will be increased in line with CUPA market salaries. For positions with a decrease in market salary, the faculty salary will be increased in line with the new market salary. For positions with no change in market salary, the salary will remain unchanged, unless the faculty member qualifies for one of the increases outlined below.

2. For those staff not at or above 80 percent of their target salary, the salary will be increased to 80 percent of their respective target salaries. Employees further behind target salary adjustment (inclusive of Steps 1 and 2 above) will receive larger increases than employees closer to target salary.

3. A limited number of performance recommendations will also be provided. These recommendations, if accepted by the respective unit, will be implemented by the Budget Office.

Students and faculty are encouraged to work together to ensure agreement on proposed salary increases. Any changes to recommended salary increases or increases, other than those noted above, must be approved by the respective unit administrator before they can be implemented. This process will update all impacted positions.

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Funding source or implementation of final salaries: Trina Budget Office, 208-885-5055 or kims@uidaho.edu

Faculty salary recommendations: Kim Salisbury in the Office of the Provost, 208-885-3478 or kims@uidaho.edu

Staff salary recommendations: Wes Matthews in Human Resources, 208-885-3478 or wmatthews@uidaho.edu

Please contact the following resources with questions:

Brian Foisy, Vice President for Finance and Administration

John Wiencek, Provost and Executive Vice President