

**Provost and Executive Vice President**

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**DATE: May 7, 2013**

**TO: Deans and Unit Managers**

**FROM: Doug Baker, Provost and Executive Vice President**

**Keith Ickes, Executive Director of Planning and Budget**



**SUBJECT: FY2014 SALARY PROCESS**

The Provost and Executive Vice President and the Executive Director of Planning and Budget issue the following annual guidelines (FSH 3420) for the preparation of the FY2014 salary agreements for all categories of University employees, permanent and temporary. No allocations have been made by the legislature for salary increases this year, thus we will not be utilizing the salary model system; however, we need to process re-appointment salary agreements for faculty and exempt staff, and issue classified staff letters related to their FY14 salaries.

Promotion increases will be awarded to those individuals who have met the criteria for promotion in faculty rank. The increases have been processed centrally in the budget office.

**Actions and Timeline:**

- Distribute exempt and faculty FY14 Salary Agreement files..... May 7
- Return date for Salary Agreements to executive level for signature ..... June 7

We ask deans and unit leaders to clearly communicate salary agreement information within their college, department or division using the cover letter provided with the merged agreements and spreadsheet.

Please contact Brenda Helbling (208-885-7919) in the Provost's Office or Jill Robertson (208-885-7122) in the Budget Office if you have any questions.

Thank you.