

University of Idaho

Office of the Provost
& Executive Vice President

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TO: University of Idaho Faculty

FROM: John Wiencek, Provost and Executive Vice President

DATE: May 25, 2017

SUBJECT: Compensation Assessment via Classification of Instructional Program (CIP) Code Assignments

As you likely know, President Staben committed to raising employee salaries to market-competitive levels by 2025. It has been a busy year defining exactly what this means, determining how we will measure and implement appropriate market-rate salaries and assessing which factors to consider in assigning the appropriate salary for each employee.

The staff compensation task force (created by Faculty Senate) worked with Human Resources to develop such a compensation philosophy for staff. The faculty compensation task force (also created by Faculty Senate) has done likewise for faculty. Guiding principles developed by the faculty compensation task force – and presented to the Faculty Senate – will drive this process ([you can download that document here](#)). We are now ready to implement this faculty compensation system. However, we need to collect some information from faculty, department chairs and deans in order to proceed. Note that these guidelines apply to full-time tenured and tenure-track faculty only. We continue to work on appropriate guidelines for other faculty types, such as clinical, research, Extension, library and instructional faculty.

The faculty compensation task force has agreed to use the CUPA-HR database as the primary reference for faculty salaries, with the Oklahoma State University (OSU) database as a secondary source. Salaries will be benchmarked against all R1/R2/R3 institutions, accounting for faculty rank and academic discipline. Academic rank is recorded in our Banner administrative system. We also have information on the academic discipline of each faculty member, which will be reviewed over the summer months.

Classification of Instructional Program (CIP) codes are nationally recognized academic program types. The CUPA-HR and OSU databases use CIP codes to provide faculty salary information by rank and discipline. In order to ensure the data we have are correct before assigning market rates to faculty members, we are asking all faculty to work together with department chairs and deans to review the CIP codes for their home department and select the 6-digit CIP code that most closely corresponds to their teaching and research assignment at UI. The CIP code assignment is linked to the position and work duties that are assigned to each faculty member. A limited set of academic programs are offered at UI, so faculty members must choose only CIP codes that are in UI's inventory and in the inventory of their home department's academic offerings.

We are asking each faculty member to review the CIP code traditionally assigned to them for institutional reporting purposes. This Excel sheet contains currently assigned CIP codes based on teaching assignments. These CIP code assignments may not be correct and the data are incomplete. In some cases, faculty are not assigned a CIP. In other cases, recently hired faculty might not be included. In addition, part-time, temporary or other non-tenure track faculty types may be listed either with or without a CIP. Please do not assign CIP codes for these individuals at this time.

Faculty members should sort the data by College and Department and assess if their CIP code is appropriate. Data should be edited as appropriate. If another CIP code is a more appropriate choice,

given position responsibilities, faculty should suggest another CIP code that is part of their home department's inventory. Note: The second tab on the Excel sheet shows which CIP codes are in a department's inventory. CIP code definitions and descriptions can be found on the [National Center for Education Statistics website](#).

Over the next few months, our goal is to assign reasonable CIP codes to each faculty member and establish median target salaries, based on the CIP code selected. We will then develop tools and methodologies to move us toward market equity while preserving our underlying merit system.

In order to position us for mid-year raises, we ask all faculty to affirm their **6-digit CIP code** recommendation or suggest an alternative to their department chair by August 21, 2017, and to document their recommendation via email. The department chair will submit the complete department list to the dean shortly thereafter. The dean will submit the complete list to the provost/EVP. At any level, if there is a change in the CIP code recommendation, the affected faculty member will receive notification from the department chair, dean or provost/EVP as appropriate. We will ask the faculty compensation task force to assist in adjudicating any disagreements. The final decision will rest with the provost/EVP's office.

Over the summer months, we request that available faculty and department chairs provide their recommendations on CIP codes assignments so that we can more quickly complete this process early next fall and issue mid-year salary adjustments. We will send another copy of this same memo to all faculty on August 14, 2017, (the start of the new academic year), in order to reach any faculty who were not available during the summer. Please feel free to forward questions or concerns to my office. We will work with HR to develop an FAQ document for frequently occurring questions.

Thank you in advance for your assistance!
