Part I – FACULTY SALARY INCREASES

Effective July 1, 2010, a salary pool will be created to award a 3% across-the-board salary adjustment for faculty with future adjustments based on performance.

1. Why was the 3% chosen?

The University is committed to pay faculty competitive salaries but its progress on this is constrained by its very real fiscal challenges whose details have been openly shared. Increasing the salary of faculty members by 3% as of July 1, 2010, is difficult given the university’s current financial challenges but the importance of making progress towards the goal of fully competitive (and above median) wages motivated moving ahead at this time.

2. Will all faculty members receive this across-the-board raise?

All full-time regular tenured and tenure track faculty members with a minimum of twelve (12) months of service as of July 1, 2010, will receive this adjustment. Eligible faculty members on sabbatical and/or medical leave will also receive this adjustment, assuming they meet the twelve (12) month eligibility test (inclusive of leave).

Full-time regular faculty members with less than one year of service will be eligible to receive the 3% across the board increase if their one-year anniversary date occurs between July 2, 2010, and December 31, 2010. Faculty members that meet this criteria will receive the increase at the start of the pay period following their one-year anniversary date.

3. When can I expect to see this increase in my check?

For 12-month faculty, the adjustment will be effective on your paycheck dated July 30, 2010.

For 9-month faculty, the change will appear on your paycheck dated August 27, 2010.
4. **How will the 3% adjustment be determined?**

   The 3% will be calculated on a faculty member’s base salary from institutional funds (IBS) as of July 1, 2010.

5. **I receive an administrative or other type of stipend; will I receive a 3% increase in my stipend?**

   Stipends and pay for temporary assignments are excluded from the 3% across the board increase

6. **I teach a class for the 2\(^{nd}\) half of the summer session, which is after the July 1, 2010, date, will my salary adjustment apply to my salary for teaching the summer class?**

   You will receive the adjustment if you are a full-time regular tenured and tenure track faculty with 12-months of service as of July 1, 2010.

7. **The initial discussion on the creation of the pool was to have it be retroactive to January 1, 2010. What happened to that?**

   A 3% increase was promised within the calendar year. However, due to the University’s challenges for the fiscal year 2010, we were not able to make the 3% increase possible without creating additional financial stress on the University. A 3% increase will begin within the new fiscal year, which begins in July 2010 for 12-month faculty and September 2010 for 9-month faculty.

8. **Many faculty are below the 50\(^{th}\) percentile compared to their respective peer professional colleagues. What is being done to address this issue?**

   As the financial status of the institution is strengthened, appropriate changes will be made in faculty compensation. However, future considerations will be based on performance.

9. **What does “future adjustments based on performance” mean?**

   Each faculty area is considering an evaluation template that is relevant to the work of the professionals within specific colleges. These evaluations will be used to assess faculty performance beginning next fiscal year.
Part II – STAFF SALARY POOL (Staff Employee Performance Based Pay Adjustments)

Effective July 1, 2010, a 3% salary pool for staff performance based pay adjustments will be created to award salary adjustments based on individual performance during this current academic year.

1. Why was the 3% chosen?

The University is committed to pay staff competitive salaries but its progress on this is constrained by its very real fiscal challenges whose details have been openly shared. Increasing the salary of staff members by 3% as of July 1, 2010, is difficult but the importance of making progress towards the goal of fully competitive (and above median) wages motivated moving ahead at this time.

2. Will all staff members receive this raise?

All full-time and part-time non-grant, non-wage, non-union, and non-student staff members with twelve (12) months of service as of July 1, 2010, will receive an adjustment for up to 3% based on their individual performance for the period July 1, 2009 – April 3, 2010. Staff members on medical leave or other approved leave will also receive this adjustment, assuming they meet the twelve-month eligibility test (inclusive of leave).

Full-time and part-time, non-wage and non-student staff members with less than one year of service will be eligible to receive an increase of up to 3% if their one-year anniversary date occurs between July 2, 2010, and December 31, 2010.

3. What are the requirements in order to receive a performance based salary adjustment?

Eligible Staff employees must receive a PEP rating of “Met Requirements” or above for the performance cycle July 1, 2009 - April 3, 2010, in order to be eligible for participation in the staff performance based pay adjustments.

A performance evaluation documenting the eligible Staff employee’s performance during the performance cycle must be on file by July 1, 2010, in the Office of Talent Management in order for the employee to be considered for the University’s staff employee performance payout.
4. So what does “based on their performance” mean?

The performance based salary increase process for Staff employees will provide that colleges and divisions distribute up to 3% of their total Staff annual salary base as performance based salary increases. Performance based salary increases will be no greater than 3% of the employee’s June 30, 2010, base salary. The distribution of performance based salary increases to employees is outlined below.

**Staff Employee Performance Payout Ratings Matrix**

<table>
<thead>
<tr>
<th>PEP Rating</th>
<th>PEP Ratings Range</th>
<th>Performance Based Salary Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did not Consistently Meet Requirements</td>
<td>&lt; 1.50</td>
<td>0%</td>
</tr>
<tr>
<td>Met Requirements</td>
<td>1.50-2.49</td>
<td>2.0%</td>
</tr>
<tr>
<td>Exceeded Requirements</td>
<td>2.50-3.49</td>
<td>2.5%</td>
</tr>
<tr>
<td>Far Exceeded Requirements</td>
<td>3.5-4.0</td>
<td>3.0%</td>
</tr>
</tbody>
</table>

In addition to the payout above, employees who have demonstrated exceptional and superior performance are eligible to receive a meritorious performance award salary adjustment ranging from 1%-4%.

Funding for meritorious performance awards will come from the initial 3% salary increase pool as the performance based salary increase. If there are no remaining funds in the initial pool, the department will not be able to provide any meritorious performance awards.

5. What are the Meritorious Performance Award Salary Adjustment Guidelines?

The guidelines are:

- An eligible employee must have a “Far Exceeded Requirements” performance rating in the range of 3.5-4.0.

- The combined total of the performance based salary increase and meritorious performance award salary adjustment cannot exceed 7% for any eligible employee.

6. When can I expect to see this increase in my paycheck?

The change will occur in your paycheck dated July 30, 2010.
7. The initial discussion on the creation of the pool was to have it be retroactive to January 1, 2010. What happened to that?

Initially, salary increases were to be retroactive to January 2010; however, due to the University’s financial challenges for the fiscal year 2010, we were not able to make the 3% increase possible without creating additional financial stress on the University. As has been discussed, the University’s fiscal situation this year is challenging, and we must close our June 30, 2010, with a balanced budget at a minimum. The salary increases will begin within the new fiscal year, which begins in July 2010.

8. The PEP plan is too dependent on a manager’s discretion, what is being done to make it about my performance?

The University is committed to continuing to improve the process associated with the performance evaluations for the staff. The Office of Talent Management will be monitoring the distribution of evaluation scores to ensure any individual biases are identified and addressed. It is also up to the reviewing official over the rating manager to review scores to ensure that they reflect the performance of the individual being rated.

9. Many staff are below the 50th percentile compared to their respective peer professional colleagues, what is being done to address this issue?

As the financial status of the institution is strengthened, appropriate changes will be made in staff compensation. In addition, as the University transitions into a talent management focused organization, competitive pay and individual performance will be linked in a way that ensures a strong pay position. You will learn more about this exciting opportunity in the upcoming months.