

Performance-Based Salary Equity Review for Professional/Administrative Academic Staff (PAS)
(Approved by the Senate of Academic Staff, March 7, 2013;
Supplemental Approval by the Senate of Academic Staff, October 10, 2013;
Another Supplemental Approval by the Senate of Academic Staff, December 5, 2013)

- The Associate Vice Chancellor for Faculty and Academic Staff Affairs, Director of Equity and Affirmative Action and the Director of Human Resources will review all .5 FTE or greater Professional/Administrative Academic Staff (PAS – Category A) for equity purposes. The analysis will take place after the annual performance evaluation and merit review (if any) cycle for PAS.
- Salary equity review for ALL PAS shall be done every five (5) years no later than February 15 with the first cycle beginning the academic year 2013-2014. The next review will be 2018-2019. This process accelerates the current ¼ cohort process currently in place and eliminates the annual salary equity review for this ¼ cohort model.
- PAS will be notified two months prior whether the salary equity process will be suspended for lack of funding or any other reasons. In the event the salary equity process is suspended, the process will resume the year immediately following the year of suspension. At that time the 5-year review cycle will continue according to the already established calendar for the review cycle i.e. the five year salary equity review will always occur in 2018-2019, 2023-2024, 2028-2029 and so on.
- This salary equity process shall not be in lieu of or a replacement for any adjustment to salaries as a result of any approved pay plan. Also, this salary equity review process can occur concurrently with pay plan salary adjustments.
- The following shall be the criteria and weighting for determining performance-based salary equity
 1. First – Non-performance Factors
 - i. Experience
 - Years of experience
 - Years in title
 - Total years
 - ii. Highest Educational Degree Attained
 - iii. Base Salary
 2. Second – Performance-Based Factor: Evidence of solid performance
- In the absence of evidence of solid performance from a staff member's supervisor(s)/evaluator(s), reviewed PAS will assumed to be solid performers for purposes of this salary equity review process.
- For performance-based salary equity review employees will be compared to PAS in their salary range and if appropriate, the salary range above and below them.
- The analysis will be intra-campus in scope, unless an inter-campus (other UW campuses) or external analysis is necessary in order to provide adequate comparison.
- Employees in employment Category C (i.e., no salary range, e.g., coaches) will be compared with counterparts in an inter-campus (other UW campuses) fashion.
- The analysis will include Limited Appointment Employees with the exception of employees holding the titles of Vice Chancellor or Dean. Derivatives of the Vice Chancellor and Dean titles, e.g., Associate Vice Chancellor and Associate Dean, will be included in the analysis.
- The Associate Vice Chancellor for Faculty and Academic Staff Affairs, Director of Equity and Affirmative Action and the Director of Human Resources will not participate in the analysis of the positions they hold.
- This analysis will be completed by the respective Vice Chancellor in conjunction with the other two (e.g., the Vice Chancellor for Administrative Services, the Associate Vice Chancellor for Faculty and Academic Staff Affairs, Director of Equity and Affirmative Action would consider the Director of HR).

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- Since all PAS members are eligible for this performance-based salary equity review, PAS are not required to supply evidence or submit documentation in support of salary equity consideration.
- The respective Vice Chancellor for each division will make the final decision on salary equity awards. Note: For PAS for whom a Dean may be within the line of supervision, the final decision will be shared with the respective Dean.
- Salary adjustments due to this performance-based salary equity process will be made to staff members' base salary.
- This review and subsequent salary adjustments will be done in each 5 year cycle provided a PAS member has met the FTE requirement and continues to be a solid performer until such time that an PAS member's salary is deemed equitable.
- The Vice Chancellors' final decisions will be shared with the Chancellor's Staff for information.
- If a PAS employee does not understand the decision regarding his or her salary adjustment or lack thereof, he or she should talk with the respective Vice Chancellor. The academic staff member can also ask for further clarification from the Office of Human Resources.

Other General Points (Part of official handbook language)

- Results of all those awarded, not eligible for, and eligible but not awarded equity will be shared, anonymously and in aggregate form, with the Executive Committee of the Senate of Academic Staff.
- Salary increases will take effect on July 1, 2013 for 12-month employees; October 1, 2013 for nine-month employees. Salary adjustments due to this performance-based salary equity process will be made to staff members' base salary.
- Employees will be notified of adjustments via letter from their respective Vice Chancellor if they receive an increase and the amount.
- Senior Administration will demonstrate enforcement of conducting regularly scheduled performance evaluations and merit review for all PAS. Further, efforts endorsed and coordinated by Senior Administration and the HR office will be undertaken to standardize and simplify these evaluation and merit review processes. The goal is to make the processes as fair and equitable as possible for all PAS.

Notes (Not included in handbook)

- These processes and all salary adjustments to be made are subject to funding.
- The Associate Vice Chancellor for Faculty and Academic Staff Affairs, Director of Equity and Affirmative Action and the Director of Human Resources will amend chapter 12 of the academic staff section of the *Faculty and Academic Staff Handbook* and submit it through the normal channels for approval.