

1 GEN 2. Compensation Considerations.

2 GEN 2.1. Administration of Merit.

3 GEN 2.2. Salary Adjustment Guidelines.

4 GEN 2.3. Summer Session.

5 GEN 2.4. Compensation for Additional Services (CAS).

6 GEN 2.5. Overload Payments.

7 GEN 2.6. Method of Salary Payment.

8 GEN 2.7. Deductions.

9 GEN 2.8. Extramural Support Policy.

10 GEN 2.9. Faculty Internal Salary Equity Process.

11 GEN 2.10. Faculty Member in an Administrative Position and Return to Faculty Position.

12 GEN 2.11. Professorial Salary Increase Guidelines.

13 GEN 2.1. Administration of Merit.

14 Each year the Provost and Vice Chancellor, acting for the Chancellor, in consultation with representatives
15 of the Faculty Senate, publishes general guidelines to be used for determining salary increments for the
16 following year. These guidelines are based in part on directives issued by the Board of Regents consistent
17 with decisions made by the state legislature. The process generally begins early in the spring semester
18 (dependent on when information is available from UW System) with departments and units conducting
19 evaluations of faculty and academic staff, and concludes when the Chancellor forwards recommendations
20 to the Board of Regents as part of the annual budget submission. Each person is notified of salary for the
21 coming year after information is available from the Board. The timing is often controlled by legislative
22 budget action. The new salary generally goes into effect September 1 for academic appointees and July 1
23 for those on annual appointment. Agreements approved for the current Oshkosh calendar plan permit new
24 salaries for academic appointees to be effective with the summer semester.

25 (1) Evaluation for Salary Administration.

26 Each faculty and teaching academic staff member shall be evaluated for salary administration at
27 least every two years by their department or unit. A multiple year rolling average may be used. If a
28 two-year evaluation was completed last year, an evaluation is not required this year. The results
29 of this review will establish the merit component and/or eligibility for across-the-board salary ad-
30 justments for pay plans in the coming biennium.

31 (2) Colleges/departments shall establish a process for salary review and evaluation of: teaching, pro- 32 fessional and scholarly growth and service. The process established must include the following:

33 (a) development and distribution to faculty and teaching academic staff of evaluation criteria
34 which reflect department, college and university goals.

35 (b) criteria for evaluation of instruction which include guidelines for the consistent use of student
36 evaluations, peer evaluations, and other evidence in judging teaching performance.

37 (c) a written feedback process that will be given to each faculty and teaching academic staff
38 member; the feedback process will include face-to-face feedback with the unit head and/or
39 unit personnel committee representative as part of the salary evaluation process.

40 (3) Newly hired individuals will receive a percentage increase for their second year equal to the aver- 41 age increase in the campus pay plan. If their department's biennial evaluation occurs during the 42 second year of employment, they will be evaluated on performance to date at University of Wis- 43 consin Oshkosh. If this evaluation will occur in the third year, an average increase will be awarded 44 for year three. The provision for pay increase shall be included in the letter of appointment for fa- 45 culty hires. The first merit review for newly hired faculty will consider all teaching, scholarship and 46 service from the date of appointment.

47 GEN 2.2. Salary Adjustment Guidelines.

48 The University shall annually prepare and issue salary adjustment guidelines that are available from the
49 Human Resources Office. Notice to the campus community shall also be provided at the time that the
50 document is published. These guidelines will be used for determining salaries. (See below.) They apply to
51 faculty or continuing academic staff employed by the University during the fiscal year, including personnel

1 on or returning from leave of absence. The guidelines do not apply to classified staff, academic staff terminal contract holders, graduate assistants, adjunct faculty or other salaried employees.

3 (1) Allocation of Economic Adjustment.

4 (a) The campus will receive (unknown) on July 1, 2009 of the certified System payroll for salary
5 adjustments for eligible faculty and academic staff. Salary increases must conform to the provisions
6 of the approved state pay plan, thereby averaging (unknown) on July 1, 2009 for
7 teaching and non-teaching faculty and continuing academic staff.

8 (b) Promotions will be funded from base budget rather than from the salary adjustment allocation.
9 In 2009-10, salary adjustments for promotions to Assistant Professor will equal 4.0 percent
10 of the average Assistant Professor salary, promotions to Associate Professor will receive
11 6.0 percent of the average Associate Professor salary, and promotions to Professor 7.5 percent
12 of the average Professor salary, based on 2008-09 academic year salaries.

13 (c) Salary Adjustment for Academic Staff promotion will follow the handbook guidelines (ACS 9.3
14 Salary Adjustment).

15 (2) Eligibility.

16 Salary Adjustment: All personnel specified above are eligible, within the context of the process
17 which follows: Faculty and teaching instructional academic staff who have provided evidence of
18 student evaluations of teaching obtained from no less than three (3) sections completed within
19 this evaluation period are eligible for a merit or solid performance salary adjustment (see the UW
20 System Policy on Student Evaluation of Instruction, included in the chapter titled "Faculty Performance
21 Review"). Faculty and instructional academic staff teaching part time may adjust the number
22 of evaluations required in proportion to their teaching assignment during the evaluation period.
23

24 Eligibility is also determined by College ["College" in this document also refers to the Library, and
25 "Dean" also refers to Executive Director of the Library] and Department Personnel Policies.

26 (3) Administration of Adjustment.

27 (a) General Guidelines.

28 1. The annual guidelines issued by the Office of the Provost shall specify:

29 a. The dollar amount from the annual faculty merit salary adjustment funds to be used
30 to meet the faculty contribution to salary equity adjustments.

31 b. If the salary adjustment package is more than 2%, 2/3 of salary adjustments will be
32 distributed to those demonstrating solid (satisfactory) performance and 1/3 of salary
33 adjustment will be distributed based on merit evaluations.* If the salary adjustment
34 package is 2% or less, and UW System guidelines allow it, salary adjustments will be
35 distributed on an equal percentage basis to all those judged to be solid performers
36 and there will be no merit component.

37 2. Each unit making decisions is required to develop a written statement as to how solid
38 performance is defined within the unit. A copy of this statement will be submitted along
39 with the merit and solid performance recommendations. The submission of merit documents
40 will be part of the solid performance criteria.

41 The Chancellor's 10% discretionary fund will be included in the overall amount available
42 for distribution, and therefore distributed as per (1)(b) above.

43 Units must provide an explanation in writing for each member judged to be a solid performer,
44 but who did not receive a merit pay recommendation. Those members judged not

* The 2003-05 compensation adjustments for faculty, academic staff, and university senior executives shall be provided such that not less than one-third of total compensation shall be distributed on the basis of merit/market and not less than one-third of the total compensation plan shall be distributed on the basis of solid performance. The remaining one-third pay plan allocation may be used to address these and other compensation needs with appropriate attention to pay compression.
2003-05 General Compensation Distribution Plan and Guidelines, Minutes, BUSINESS AND FINANCE COMMITTEE, Board of Regents of the UW System, EXHIBIT A, December 5, 2002.

- 1 to be solid performers will not be eligible for merit pay increases.
- 2 (b) Merit Salary Adjustment Guidelines.
- 3 1. Merit determinations for faculty should be based on positive contributions to:
- 4 a. teaching,
- 5 b. professional and scholarly growth activity, and
- 6 c. institutional and extra-institutional service.
- 7 2. Merit determinations for non-teaching faculty shall be based on supervisory assessments
- 8 of meritorious performance, except where a peer review process is in place.
- 9 3. Merit determinations for instructional academic staff should be based on performance
- 10 within the current job description for new employees and on performance expectations
- 11 for continuing employees, as determined by the college and/or department/unit.
- 12 4. Merit determinations for professional/administrative academic staff should be based on
- 13 performance within the current job description for new employees and on performance
- 14 expectations for continuing employees. [See sub-section (9)(b)1.]
- 15 5. All department/unit members shall be informed of the relative weight assigned to each of
- 16 the evaluated activities.
- 17 (4) Merit shall be based solely on professional performance, as noted above. Race, religion, sex, na-
- 18 tional origin, age, disability, political views, marital or parental status, sexual preference, source of
- 19 salary support, membership in any other group with a protected status, and constitutionally pro-
- 20 tected activities shall not be factors in merit determination.
- 21 (5) Eligible personnel on split assignments will be evaluated proportionally to their FTE assignments
- 22 in these units unless the affected individual and the units agree to do otherwise.
- 23 (6) After the merit evaluation has been completed, department/unit heads or personnel committee
- 24 chairs will schedule and document a face-to-face meeting to discuss performance evaluations
- 25 with individuals.
- 26 (7) The confidentiality of individual salary recommendations must be maintained until final approval
- 27 by the Board of Regents. Following Board approval, a letter describing salary adjustments will be
- 28 sent to each continuing faculty and academic staff member.
- 29 (8) Substantive academic or performance judgments affecting merit are not grievable. Those who
- 30 believe there have been procedural errors or that individual salary adjustments have been af-
- 31 fected by immaterial or irrelevant factors should call these to the attention of their unit administra-
- 32 tor or immediate supervisor and, if there is no satisfactory resolution, may refer these to the next
- 33 higher administrative level. If the matter is not resolved administratively, faculty or academic staff
- 34 may file a procedural grievance under the applicable rules.
- 35 (9) Department/Unit Guidelines.
- 36 (a) Each faculty and instructional academic staff member shall be evaluated for salary adminis-
- 37 tration at least every two years by their department/unit. A multiple year rolling average may
- 38 be used. If a two-year evaluation was completed last year, an evaluation is not required this
- 39 year.
- 40 (b) Each professional/administrative academic staff member should be evaluated for salary ad-
- 41 ministration annually by their respective supervisors. The process for merit adjustments for
- 42 professional/administrative academic staff shall be as follows:
- 43 1. Supervisors shall define solid performance and provide performance expectations, in-
- 44 cluding relative weight of criteria, to academic staff well in advance of evaluation.
- 45 2. Each academic staff member will be provided an opportunity to submit documentation
- 46 addressing performance expectations and individual performance.
- 47 3. A peer review process also may be used, as agreed upon by the academic staff member
- 48 and supervisor.

- 1 (c) To facilitate pay plan administration, the university will assign merit points to each unit equal
2 to one percent of the total base salaries of the eligible personnel in the unit, with one dollar of
3 this sum equaling one point.
- 4 (d) These points will be assigned to individuals within the unit according to the unit merit policies
5 and procedures.
- 6 (e) Newly hired individuals will receive a percentage increase for their second year equal to at
7 least the average increase in the campus pay plan. If their department's biennial evaluation
8 occurs during the second year of employment, they will be evaluated on performance to date
9 at University of Wisconsin Oshkosh. If this evaluation will occur in the third year, at least an
10 average increase will be awarded for year two.
- 11 (f) The merit policy and related criteria and procedures of each academic department/unit shall
12 be approved by the unit faculty and those academic staff affected by this policy and reviewed
13 at least every three years, with the review completed by February 1 of the academic year.
14 The date of approval must be included with each year's salary recommendations.
- 15 (g) Individuals who choose not to participate in or who are not eligible for merit distribution shall
16 be identified (by the department/unit chair/supervisor) to the Dean or division head (Chancel-
17 lor, Provost, Vice Chancellor, et al.). The individual's corresponding share of merit dollars al-
18 located to the unit will be transferred to the college or the division for allocation by the College
19 Committee in consultation with the Dean or by the division head.
- 20 (h) If individuals have submitted a letter of retirement or resignation before the following academ-
21 ic year, their salary adjustment funds will be returned to the salary adjustment pool.
- 22 (i) Funds resulting from professional/administrative academic staff reaching the maximum salary
23 for their respective titles will be pooled and used totally for merit salary increases as follows:
24 Each division head (Chancellor, Provost, Vice Chancellor, et.al.) may nominate profession-
25 al/administrative academic staff for special consideration. Distribution of these dollars among
26 the nominees shall be decided at a meeting of the division heads convened by the Chancel-
27 lor. The affirmative action officer shall be a non-voting member of the group.
- 28 (j) Merit recommendations for faculty and instructional academic staff shall be forwarded to the
29 college-level committee (where appropriate) and Dean. Recommendations for profession-
30 al/administrative academic staff shall be forwarded to the division head.
- 31 (k) The points assigned to individuals will be multiplied by the amount specified in sub-section
32 (1)(a), above, with each resulting point equaling a one dollar merit increase.
- 33 (10) College or Administrative Division.
- 34 (a) With concurrence by the appropriate governance group(s) within a college or division (and in
35 the absence of such (a) group(s) by a majority of those affected) a college or division may set
36 aside up to 5 percent of its merit fund for allocation by the Dean or division head to recognize
37 exceptional performance by eligible personnel. Criteria for defining eligible personnel must be
38 established by the Dean or division head and distributed to individuals in the college or divi-
39 sion.
- 40 (b) The college or division committee (if appropriate) and the Dean or division head shall review
41 merit recommendations including college or unit level recommendations. If either the commit-
42 tee or the Dean or division head determines that adjustments appear procedurally inappropri-
43 ately distributed, such as nearly equal merit points or percentages assigned across the
44 board, an iterative process shall take place involving all the reviewing parties.
- 45 (11) University Salary Review Process.
- 46 (a) The University Compensation Committee will serve as the Salary Review Committee. It shall
47 review salary administration recommendations prior to any final decisions and evaluate the
48 application of salary guidelines.
- 49 (b) All unit supervisors at the level of Dean or above must be represented when the Compensa-
50 tion Committee meets as the Salary Review Committee.

1 (c) The Committee will report the conclusions of its review to the Chancellor.

2 **GEN 2.3. Summer Session.**

3 The Oshkosh calendar plan makes it possible for faculty and academic staff to complete part of their as-
4 signment during the summer semester. In certain instances, unit needs and limited personnel require the
5 University to issue compensation for additional service (CAS) contracts for teaching or administrative ser-
6 vices during the summer semester. These CAS summer semester contracts (other than those issued
7 through the Faculty Development Program) are generally issued in early May of each year and are in ac-
8 cordance with decisions made in the budget process. Salary payments are made in August or September
9 or both, depending on when the professional duties are performed.

10 **GEN 2.4. Compensation for Additional Services (CAS).**

11 Faculty and academic staff who are scheduled or have completed the 39-week academic year time re-
12 quirement--34 weeks of which must be in organized activities such as formal instruction, curricular devel-
13 opment, research, and other appropriate activities related to University responsibilities during which the
14 staff member will be accessible to students and colleagues--may be employed by the University outside
15 these time commitments.

- 16 (1) Separate contracts (Personnel Transaction Forms) are issued for all Compensation for Additional
17 Service payments. The decision to offer a CAS contract is based upon University, college, and
18 department or unit needs. Since CAS is considered as an extension of contract into new time pe-
19 riods, an individual cannot be awarded CAS monies while working full time under the regular con-
20 tract. Weeks must be moved into free time periods before payment can be made. (Supervisor
21 must be consulted regarding weeks changes.)
- 22 (2) Teaching duties are calculated on the basis of 2.5 percent of the academic base salary per credit
23 with a maximum payment of 15 percent. Non-teaching duties are calculated on the basis of 7.5
24 percent of the base salary per month of a full-time assignment, with a maximum payment of 15
25 percent.
- 26 (3) Compensation for Additional Service is also available for faculty development. See the faculty de-
27 velopment section in these materials for additional details.
- 28 (4) The maximum CAS payment to an individual for any year is 15 percent of the individual's aca-
29 demic base salary.
- 30 (5) Further information on CAS may be obtained from supervisors.

31 **GEN 2.5. Overload Payments.**

32 Listed below are excerpts from the System's policy on overload payments: It is generally assumed that the
33 salary received by full-time faculty members fully compensates them for university activity during their ap-
34 pointment period. Thus, such faculty members may not receive compensation, for an overload activity,
35 from any funds administered within the University System, regardless of source, except through proce-
36 dures and within standards provided in this policy. Exceptions to this policy are subject to specific advance
37 approval of the Chancellor(s) (or designee) whose unit(s) is (are) involved and must be of an unusual,
38 short-term and nonrecurring nature. Compensation received from the University in the summer period
39 should not in aggregate exceed two-ninths of the academic year salary of the person appointed unless an
40 explicit exception is granted by the Chancellor (or designee) The complete policy (ACPS-4) is available
41 from your department chairperson or equivalent.

42 (1) Because of the uniqueness of our calendar plan, the statement listed below is considered opera-
43 tional.

44 (2) Definitions.

45 Base Salary - The salary approved for the year in the annual budget process.

46 Annualized Base Salary - The base salary plus any additional salary payments earned from Uni-
47 versity-administered sources by a faculty or academic staff member when he/she does not have a
48 University commitment (e.g., CAS, extramural grants, UW Extension) The maximum allowable
49 annualized base salary is 1.2222 of the base salary.

50 Overload Payments - Salary payments made from University-administered sources that exceed

1 the base salary or the annualized base salary.

2 (3) Interpretations.

3 (a) If a faculty or academic staff member has a part-time commitment to the University for a term
4 in which salary payments administered by the University from other sources are also re-
5 ceived, then the additional salary will be considered as annualized base salary up to an
6 amount that would bring the individual to a full-time salary for that term. Any overage of the
7 full-time salary for the term would be considered an overload payment.

8 (b) The maximum CAS salary that can be earned for any one year is 15 percent of the base sala-
9 ry.

10 (c) Calculation for the purposes of this document is based on when salary dollars are earned and
11 not when they are paid.

12 (d) The maximum allowable overload payment for any calendar year is \$12,000.

13 (e) Overload payments need the advance approval of the Provost and Vice Chancellor and must
14 be of an unusual, short-term, nonrecurring nature. CAS payments also need the advance ap-
15 proval of the Provost and Vice Chancellor.

16 (f) Requests for additions to the payroll shall be sent to the Associate Vice Chancellor on a Per-
17 sonnel Transaction Form and must be identified as overload payments.

18 (g) Procedurally, all requests for additional payments on the unclassified payroll will need to flow
19 through the office of the Associate Vice Chancellor.

20 (h) Personnel Transaction Form requests will need to include the following information: name,
21 amount, account number, reason for payment, date(s) of the performed service, and the
22 name of the originator. The request should be initialed by all supervisors and the budget di-
23 rector before reaching the Provost and Vice Chancellor's Office. The Associate Vice Chancel-
24 lor will inform the vice chancellors, deans, or assistant vice chancellors of the appropriateness
25 of the payment and make the necessary arrangements with the payroll office.

26 (4) State Limits.

27 Section 16.417(2), *Wisconsin Statutes*, places a \$12,000 limit on additional income full-time staff
28 can earn beyond the rate for their regular appointment. No limit is placed on staff who work less
29 than full-time. The limit applies to classified and unclassified employees.

30 The \$12,000 cap applies to **calendar year** earnings.

31 Each UW institution is considered a "separate" State agency for application of the \$12,000 earn-
32 ing cap. Thus, a full-time employee can earn an additional \$12,000 at their institution and be eligi-
33 ble to earn up to \$12,000 at any other UW institution or any other State agency. The cap applies
34 to each UW institution and State agency. Thus, in theory a full-time employee at UW-Eau Claire
35 could hold another appointment at UW-Eau Claire, UW-Stout and UW-Madison and earn up to
36 \$12,000 at each institution (e.g. \$36,000).

37 Although the limit is calculated on a calendar year basis, staff on an academic year appointment
38 are impacted differently than annual staff. Staff employed full-time during the period of their aca-
39 demic year appointment are subject to the cap because they are considered full-time. However,
40 during the summer any additional amount earned is not applied to the \$12,000 calendar year cap
41 because they are not considered to be employed full-time during the summer. Full-time annual
42 staff are subject to the cap for the entire calendar year.

43 **GEN 2.6. Method of Salary Payment.**

44 Academic appointments are paid in 9 equal payments beginning October 1 and ending June 1. Annual
45 appointments are paid once each month. Checks and/or pay statements are distributed by the first work-
46 ing day of the month.

47 **GEN 2.7. Deductions.**

48 Federal and state regulations require the employer to withhold taxes from payrolls based on the gross
49 amount of check received each month. All employees must fill out Form W-4, Employees Withholding Ex-

1 exemption Certificate, for federal withholding, and WT-4, Employees Wisconsin Withholding Exemption Cer-
2 tificate, for state withholding. At the end of each calendar year, Form W-2 is furnished to each employee
3 showing wages earned and taxes withheld. Social security withholding is deducted from all employees
4 except those with an "F" or "J" visa. A social security number is required of all personnel.

5 **GEN 2.8. Extramural Support Policy.**

6 The University encourages faculty and academic staff to seek extramural support for research, instruc-
7 tional development, and other activities within the University's mission. The Office of Grants and Faculty
8 Development has information about sources of extramural support and University policies and procedures.
9 In addition, it can provide material that will assist in writing proposals. Budget development *must be* done
10 in consultation with the Director, Office of Grants and Faculty Development. All proposals *must* receive
11 institutional approval before being submitted to a funding agency. The Office of Grants and Faculty Devel-
12 opment will facilitate the institutional review. Ideally, at least one week should be allowed for this process.

13 **GEN 2.9. Faculty Internal Salary Equity Process.**

14 Approved by Provost's Administrative Staff: 4-28-09
15 Approved by Faculty Senate 5-12-09
16 Approved by Chancellor: 5-21-09

17 This process is designed to address internal salary inequities that have resulted from forces outside of
18 performance and the merit process. Faculty members may apply for a remedy to a perceived inequity
19 once every five years.

- 20 (1) Funding for the plan will come from a combination of sources including, but not limited to, any or
21 all of the following: the faculty salary pool; the colleges; and the university. Each biennium a
22 memo of understanding will be written to determine sources of the funds.
- 23 (2) A total annual fund of \$60,000 will be created.
- 24 (3) Distribution of Funds
- 25 (a) The faculty will be divided into five equal-sized, randomly selected cohorts.
- 26 (b) Each year the members of one cohort, or 20 percent of the faculty, will be eligible to receive
27 an equity adjustment.
- 28 (c) All members of a cohort will be reviewed in the year their cohort is eligible. The only docu-
29 mentation that a faculty member will be permitted to submit is a CV (listing classes taught,
30 scholarly or artistic work and service activities), student opinion surveys, and a one-page
31 statement. Faculty members who decline to submit a CV will be excluded from consideration.
32 Data will be provided by the Office of Institutional Research that include a regression analysis
33 using current salary as the criterion and the following variables as predictors.
- 34 • Academic Discipline (Each College determines which faculty members belong in each
35 discipline. This will be a series of dichotomous variables representing the various discip-
36 lines on campus.)
 - 37 • Degree
 - 38 • Rank
 - 39 • Year started at UW Oshkosh
 - 40 • Year promoted to current rank

41 Separate regression analyses will be performed for each professional school and each divi-
42 sion in COLS. The Faculty Internal Salary Equity Committee may request additional regres-
43 sion analyses.

44 Merit data will be provided for consideration using two averages: 1) average of merit points
45 allocated divided by the salary of the faculty member at the same time each year for the last
46 10 years and 2) average of merit points as a percentage of the average merit points per facul-
47 ty member in the unit (department or college) each year for the last 10 years.

- 48 (d) The initial level of review will consist of a Faculty Internal Salary Equity Committee with mem-
49 bers elected by their respective colleges. Faculty in the cohort being considered during a giv-
50 en year may not serve on this committee. This committee will review the material submitted
51 by each faculty member and recommend salary adjustments. The adjustments recommended

1 must be limited to the \$60,000 available. Committee members will excuse themselves when
2 members of their home departments (or comparable unit) are being discussed. Because the
3 focus of the process is to address internal equity, adjustments recommended for faculty
4 members will be based on internal comparisons (regression analysis results and/or salaries
5 of comparable individuals on campus).

6 (e) Due to the confidential nature of the review process, committee deliberations, regression in-
7 formation, and recommendations are to be held in the strictest confidence. No specific infor-
8 mation will be shared with previous levels of review. At the conclusion of the process, the
9 Chancellor may provide summary data, in aggregate, to the Faculty Internal Salary Equity
10 Committee.

11 (f) The recommendation of the initial level of review for each faculty member will be passed
12 along to the appropriate Dean. Each Dean will forward a salary recommendation to the Prov-
13 ost and Vice Chancellor. The total salary increases recommended by each Dean must fall
14 within five percent of the total increases recommended by the initial level of review for each
15 respective college.

16 (g) The Provost and Vice Chancellor shall review the files and pass along a recommendation to
17 the Chancellor who shall have the final authority to allocate all or some of the \$60,000 availa-
18 ble each year.

19 (h) The equity plan will run for a full five-year cycle. Toward the end of that cycle a review will be
20 conducted to determine if another five-year cycle is warranted.

21 **GEN 2.10. Faculty Member in an Administrative Position and Return to Faculty Position.**

22 UWS 4.04 (5) Faculty Member in an Administrative Position and Return to Faculty Position.

23 As directed by Regent Resolution #9058 (adopted September 9, 2005) when a ranked faculty member
24 leaves an administrative limited appointment to return to his/her faculty position, the faculty member will
25 be compensated at a salary rate consistent with other faculty members of the same rank in the depart-
26 ment when considering years of service, previous salary as a faculty member, length of time served as an
27 administrator and other factors normally considered when setting faculty salaries (e.g., past performance
28 as faculty member, performance in limited appointment). The UW System Office of Human Resources
29 must approve all such salaries prior to offering a salary to the returning faculty member. The salary re-
30 quest must include justification for the proposed faculty salary as well as the methodology used for deter-
31 mining the salary.

32 Regent Resolution #9058 (adopted September 9, 2005) further directs that limited appointees returning to
33 the faculty with transition time for teaching preparation must develop the equivalent of a sabbatical pro-
34 posal clearly outlining the work to be accomplished during the transition time. At the conclusion of the
35 transition period, the faculty member must prepare a report of work accomplished during the transition
36 period. The transition period should be no longer than one academic semester unless the person has
37 served in a limited position for five or more years, whereby two academic semesters may be allowed. UW
38 System approval of the transition plan is not required. However, the transition plan and subsequent report
39 of work accomplished should be maintained in the institution's files and be available if there should be an
40 audit of compliance with this policy.

41 **GEN 2.11. Professorial Salary Increase Guidelines.**

42 1) Salary Increase

43 Professorial Productivity Salary Increases will be equal to the raises received by those promoted
44 to the rank of Professor during the current year.

45 2) Eligibility

46 Faculty with the rank of Professor may first apply after their eighth year after initial promotion to
47 the rank of Professor, and again 8 years after a previous Professorial Productivity Salary In-
48 crease. Professors may reapply for consideration 4 years after an unsuccessful application.

49 3) Application

50 Those wishing to be considered for a Professorial Productivity Salary Increase must submit a brief

1 document including ONLY the following information:

- 2 • A table of Student Opinion Survey results for the previous 4 years.
- 3 • A list of scholarly activities during the previous 8 years.
- 4 • A list of service activities during the previous 8 years.
- 5 • A narrative of no more than one page (12 pt font) in length may accompany each of the 3
- 6 sections above.

7 4) Review Process

8 The review of individual applications for Professorial Productivity Salary Increases will follow the
9 existing promotions process but will be submitted via the Department Chair for initial review by the
10 College Promotions Committee. The committee will evaluate performance in the areas of teach-
11 ing, scholarly activity, and service. Only those applicants whose performance over the previous 8
12 years would qualify them for promotion to the rank of professor will receive such raises. Success-
13 ful applicants must have continued to demonstrate a record of strong performance in the areas of
14 teaching, professional and scholarly growth, and service.

15 5) Implementation

16 To implement this process, all professors with 8, 12, or 16 or more years in rank will be eligible to
17 apply during the first year such raises are available. During the second, third, and fourth years
18 those with 8, 12, and 16 years in rank may apply. Thereafter, professors may first apply in the
19 year after their 8th year in the rank of Professor.

20 6) Funding

21 The plan will be funded from two sources: the colleges and the University. Each biennium, a writ-
22 ten memo of understanding will be generated outlining the amount of funding that will be contri-
23 buted by each unit.

24