

**UNIVERSITY OF WISCONSIN OSHKOSH
2008-2009 SALARY ADJUSTMENT GUIDELINES
FOR FACULTY AND ACADEMIC STAFF**

*Updated and Approved:
University Compensation Committee: October 26, 2007
Faculty Senate: November 13, 2007
Senate of Academic Staff: December 6, 2007
Chancellor: December 10, 2007*

These guidelines will be used for determining 2008-2009 salaries.

A. Allocation of Economic Adjustment.

- (1) The campus will receive (unknown) on July 1, 2008 of the certified System payroll for salary adjustments for eligible faculty and academic staff. Salary increases must conform to the provisions of the approved state pay plan, thereby averaging (unknown) on July 1, 2008 for teaching and non-teaching faculty and continuing academic staff.
- (2) Promotions will be funded from base budget rather than from the salary adjustment allocation. Salary adjustments for promotions to Assistant Professor will equal 4.0 percent of the average Assistant Professor salary, promotions to Associate Professor will receive 5.0 percent of the average Associate Professor salary, and promotions to Professor 6.0 percent of the average Professor salary, based on the 2007-08 academic year salaries.

B. Eligibility.

These salary guidelines apply to faculty and continuing academic staff employed by the University during the fiscal year 2007-08, including personnel 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.

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

C. Administration of Adjustment.

- (1) General Guidelines.

- (a) \$ 12,000 from the annual faculty merit salary adjustment funds will be used to meet the faculty contribution to salary equity adjustments.
- (b) If the salary adjustment package is more than 2%, 2/3 of salary adjustments will be distributed to those demonstrating solid (satisfactory) performance and 1/3 of salary adjustment will be distributed based on merit evaluations.¹ If the salary adjustment package is 2% or less, and UW System guidelines allow it, salary adjustments will be distributed on an equal percentage basis to all those judged to be solid performers and there will be no merit component.
- (c) Each unit making merit decisions is required to develop a written statement as to how solid performance is defined within the unit. A copy of this statement will be submitted along with the merit and solid performance recommendations. The submission of merit documents will be part of the solid performance criteria.
- (d) The Chancellor's 10% discretionary fund will be included in the overall amount available for distribution, and therefore distributed as per (1)(b) above.

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

(2) Merit Salary Adjustment Guidelines.

- (a) Merit determinations for faculty must be based on positive contributions to:
 - (1) teaching,
 - (2) professional and scholarly growth activity, and
 - (3) institutional and extra-institutional service.

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

- (b) Merit determinations for non-teaching faculty shall be based on supervisory assessments of meritorious performance, except where a peer review process is in place.
 - (c) Expectations for instructional academic staff are typically different from those for faculty, as determined by the college and/or department/unit.
 - (d) Merit determinations for professional/administrative academic staff should be based on performance within the current job description for new employees and on performance expectations for continuing employees. [See sub-section I.(2)(a)].
 - (e) All department/unit members shall be informed of the relative weight assigned to each of the evaluated activities.
- D. Merit shall be based solely on professional performance, as noted above. Race, religion, sex, national origin, age, disability, political views, marital or parental status, sexual preference, source of salary support, membership in any other group with a protected status, and constitutionally protected activities shall not be factors in merit determination.
- E. Eligible personnel on split assignments will be evaluated proportionally to their FTE assignments in these units unless the affected individual and the units agree to do otherwise.
- F. After the merit evaluation has been completed, department/unit heads or personnel committee chairs will schedule and document a face-to-face meeting to discuss performance evaluations with individuals.
- G. The confidentiality of individual salary recommendations must be maintained until final approval by the Board of Regents. Following Board approval, a letter describing salary adjustments will be sent to each continuing faculty and academic staff member.
- H. Substantive academic or performance judgments affecting merit are not grievable. Those who believe there have been procedural errors or that individual salary adjustments have been affected by immaterial or irrelevant factors should call these to the attention of their unit administrator or immediate supervisor and, if there is no satisfactory resolution, may refer these to the next higher administrative level. If the matter is not resolved administratively, faculty or academic staff may file a procedural grievance under the applicable rules.
- I. Department/Unit Guidelines.
 - (1) Each faculty and instructional academic staff member shall be evaluated for salary administration at least every two years by their department/unit. A multiple year rolling average may be used. If a two-year evaluation was completed last year, an evaluation is not required this year.

- (2) Each professional/administrative academic staff member should be evaluated for salary administration annually by their respective supervisors. The process for merit adjustments for professional/administrative academic staff shall be as follows:
 - (a) Supervisors shall define solid performance and provide performance expectations, including relative weight of criteria, to academic staff well in advance of evaluation.
 - (b) Each academic staff member will be provided an opportunity to submit documentation addressing performance expectations and individual performance.
 - (c) A peer review process also may be used, as agreed upon by the academic staff member and supervisor.
- (3) To facilitate pay plan administration, the university will assign merit points to each unit equal to one percent of the total base salaries of the eligible personnel in the unit, with one dollar of this sum equaling one point.
- (4) These points will be assigned to individuals within the unit according to the unit merit policies and procedures.
- (5) Newly hired individuals will receive a percentage increase for their second year equal to at least the average increase in the campus pay plan. If their department's biennial evaluation occurs during the second year of employment, they will be evaluated on performance to date at UW Oshkosh. If this evaluation will occur in the third year, at least an average increase will be awarded for year two.
- (6) The merit policy and related criteria and procedures of each academic department/unit shall be approved by the unit faculty and those academic staff affected by this policy and reviewed at least every three years, with the review completed by February 1 of the academic year. The date of approval must be included with each year's salary recommendations.
- (7) Individuals who choose not to participate in or who are not eligible for merit distribution shall be identified (by the department/unit chair/supervisor) to the Dean or division head (Chancellor, Provost, Assistant Chancellor, et al.). The individual's corresponding share of merit dollars allocated to the unit will be transferred to the college or the division for allocation by the College Committee in consultation with the Dean or by the division head.
- (8) If individuals are expected to retire or leave their jobs before the following academic year, their salary adjustment funds will be returned to the salary adjustment pool.

- (9) Funds resulting from professional/administrative academic staff reaching the maximum salary for their respective titles will be pooled and used totally for merit salary increases as follows: Each division head (Chancellor, Provost and Vice Chancellor, Assistant Chancellor, et al.) may nominate professional/administrative academic staff for special consideration. Distribution of these dollars among the nominees shall be decided at a meeting of the division heads convened by the Chancellor. The affirmative action officer shall be a non-voting member of the group.
- (10) Merit recommendations for faculty and instructional academic staff shall be forwarded to the college-level committee (where appropriate) and Dean. Recommendations for professional administrative staff shall be forwarded to the division head.
- (11) The points assigned to individuals will be multiplied by the amount specified in sub-section A.(1), above, with each resulting point equaling a one dollar merit increase.

J. College or Administrative Division.

- (1) With concurrence by the appropriate governance group(s) within a college or division (and in the absence of such {a} group{s} by a majority of those affected) a college or division may set aside up to 5 percent of its merit fund for allocation by the Dean or division head to recognize exceptional performance by eligible personnel. Criteria for defining eligible personnel must be established by the Dean or division head and distributed to individuals in the college or division.
- (2) The college or division committee (if appropriate) and the Dean or division head shall review merit recommendations including college or unit level recommendations. If either the committee or the Dean or division head determines that adjustments appear procedurally inappropriately distributed, such as nearly equal merit points or percentages assigned across the board, an iterative process shall take place involving all the reviewing parties.

K. University Salary Review Process.

- (1) The University Compensation Committee will serve as the Salary Review Committee. It shall review salary administration recommendations prior to any final decisions, and evaluate the application of salary guidelines.
- (2) All unit supervisors at the level of Dean or above must be represented when the Compensation Committee meets as the Salary Review Committee.
- (3) The Committee will report the conclusions of their review to the Chancellor.