

**UNIVERSITY OF WISCONSIN OSHKOSH  
2017-2018 SALARY ADJUSTMENT GUIDELINES  
FOR FACULTY, ACADEMIC STAFF, & UNIVERSITY STAFF**

***Updated and Approved:***

*University Compensation Committee: November 3, 2017*

*Faculty Senate: December 5, 2017*

*Senate of Academic Staff: December 7, 2017*

*University Staff Senate: December 13, 2017*

*Chancellor: January 9, 2018*

These guidelines will be used for determining 2017-2018 salaries.

**A. Eligibility.**

These salary guidelines apply to faculty, limited-term employees, project appointments, continuing academic staff, and university staff employed by the University during the fiscal year 2017-2018, including personnel on or returning from leave of absence. The guidelines do not apply to academic staff terminal contract holders, graduate assistants, adjunct faculty or other salaried employees.

All faculty & continuing 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.

**B. Allocation of Economic Adjustment.**

- (1) The campus will receive 4% (for 2017-2018 & 2018-2019) on July 1, 2017 of the certified System payroll for salary adjustments for eligible faculty, academic staff, and university staff. Salary increases must conform to the provisions of the approved state pay plan, thereby averaging (unknown) on July 1, 2017 for teaching and non-teaching faculty, continuing academic staff, and university staff.
- (2) Promotions for faculty and instructional academic staff 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 6.0 percent of the average Associate Professor salary, and promotions to Professor and Professional Productivity/ Distinguished Professor adjustments 7.5 percent of the average Professor salary, based on the 2016-17 academic year salaries.
- (3) Salary Adjustment for Academic Staff promotion will follow the Handbook guidelines (ACS 9.3. Salary Adjustment).
- (4) Salary Adjustment for University Staff promotion will follow the Non-merit Base Adjustments within Title guidelines (Pay Determination Policy for University Staff).

**C. Administration of Adjustment.**

(1) *General Guidelines.*

- (a) UW System Policy Guidelines will be followed in determining the proportions of the pay plan salary adjustments that are distributed as solid performance and merit.
- (b) Evaluation criteria will be determined and shared with unit members at the beginning of the period during which performance will be evaluated. 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.
- (c) Fifteen percent of the pay plan will be allocated for the Chancellor's discretionary fund.

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.
- (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) Merit determinations for instructional academic staff should be based on performance within the current job description for new employees and on performance expectations for continuing employees, 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) Merit determined for university staff should be based on performance within the current job description for new employees and on performance expectations for continuing employees. (See Pay Determination Policy for University Staff, Merit Adjustments).

- (f) 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, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, 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, academic staff, and university 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, academic staff, or university 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. Though evaluations may be postponed when there are no merit dollars available, subsequent evaluations may cover any years that merit was not evaluated.
  
  - (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) Each university staff member should be evaluated for salary administration annually by their respective supervisors. The process for merit adjustments for university staff shall be as follows:
  - (a) Supervisors shall define solid performance and provide performance expectations, including relative weight of criteria, to university staff well in advance of evaluation.
  - (b) Each university staff member will be provided an opportunity to submit documentation addressing performance expectations and individual performance.
- (4) 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.
- (5) These points will be assigned to individuals within the unit according to the unit merit policies and procedures.
- (6) 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.
- (7) 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.
- (8) 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, Vice 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.

- (9) If individuals have submitted a letter of retirement or resignation before the following contract year, their salary adjustment funds will be returned to the salary adjustment pool.
- (10) UW System Policy Guidelines will be followed for the allocation of funds resulting from professional/administrative academic staff and university staff reaching the maximum salary for their respective titles. These funds will be pooled and used totally for merit salary increases as follows: Each division head (Chancellor, Provost and Vice Chancellor, Vice Chancellor, et al.) may nominate professional/administrative academic staff or university 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.
- (11) 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.
- (12) The points assigned to individuals will be multiplied by the amount specified in sub-section B.(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 Director 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.