

## **Faculty and OA Salary Increases July 2014**

### **Deadline to submit salary increase recommendations: June 15<sup>th</sup>**

There are three components to the salary increase that will be effective July 1, 2014 – an across-the-board, an equity adjustment for tenured and tenure-track faculty and a merit Increase.

- Across the Board – All Officers of Administration (OAs) and Faculty who were employed on or before December 31, 2013 in their current position will receive a 1.5% across-the-board amount, effective July 1, 2014. The amount of the July 1, 2014 across-the-board amount will be separately displayed in the salary increase application for your information.
- Tenured and Tenure-track Faculty (TTF) Equity Increase – All TTF are eligible for an equity increase effective July 1, 2014. Each department has a 1.5% pool of the sum of the annual salaries for the TTF. TTF will be evaluated for internal equity issues associated with salary compression and salary inversion. For the purposes of this process, **salary compression** is defined as the condition in which the range of salaries among full-time faculty at the same academic rank does not vary appropriately in relation to years of relevant service and/or possession of terminal degree. **Salary inversion** is defined as the condition in which a faculty member who has less relevant service or who holds a lower academic rank is earning a higher salary than a faculty member who has more relevant services and/or who holds a higher academic rank. Please see the agreement for more details.
- Merit Increase – All Officers of Administration (OAs) and Faculty who were employed on or before December 31, 2013 in their current position are eligible for merit increases, effective July 1, 2014. Each school/college or vice president's area has a 3.5% pool of the sum of the annual salaries for **each employment category (TTF United Academics, TTF Non-United Academics, NTTF United Academics, NTTF Non-United Academics, OA)** to allocate as merit increases. Units will recommend allocations of these pools to eligible employees, by each of the five categories. These recommendations will need to be approved by the Director and/or Dean and Provost. You will enter these merit increases in the online application – the instructions as to how to do so are set forth below. **Merit allocations should only be made after approval of the unit's merit policies by Academic Affairs.** PLEASE NOTE: All teaching award stipends must get the same percent merit increase that the faculty member's regular position does.

**Eligibility Criteria:** To be eligible for the July 2014 salary increases, the faculty member or OA had to be employed on or before December 31, 2013 and is currently still employed. I have listed all active NTTF that had a job in the last year. If their job is terminated then I have made them ineligible for this salary increase. Please let me know of any of these NTTF you are planning on employing next year in the same position and I will make them eligible. If there are any other questions related to eligibility or the information provided, **please email Sonia Potter** so that we can make sure you have an accurate merit pool.

### **Deadlines:**

June 15<sup>th</sup>: **Department, Center or Institute deadline** – departments can update the database until this date.

After this date; departments can review, but not change the data in the application. Once the department has entered and submitted the increases for all their employee groups, select the “Create Document for Department Head or Director Signature”, hit the “go” button and the “create word document” button, view and print your file, obtain the Department, Program, Center or Institute Head’s signature on the document indicating her/his approval of the increases, and submit the signed document to your dean or vice president’s office.

June 22<sup>nd</sup>: **Dean/VP’s approval deadline** – between the department deadline and this deadline, the dean’s office can edit the data for any unit in their college/school. After this deadline, the Dean’s office can review, but not change the data in the application.

June 23<sup>rd</sup>: **UPS deadline** – After this date, only UPS can make changes to the data.

The application will be available for viewing to departments, colleges/schools, centers and institutes through July 31, 2014 until 5pm. Please contact Sonia Potter with any questions after this deadline.

### **Salary Increase Application Instructions**

1. Navigate to the web salary increase application hosted and developed by CAS and located at:
2. Login using your duck id and password.

**NOTE: You will be automatically shut out of the website after 20 minutes of inactivity.**

## Faculty and OA Salary Increases Effective July 1, 2014 Parameter Selection

[Click here to read the Instructions](#)

[Click here to read the TTF Equity Agreement](#)

[Click here to read the Provost's Salary Increase Memo](#)

Department

Please select a department ▼

GO

3. Select your Department or Program.

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[Click here to read the Instructions](#)

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☐ NTTF Increases (Non-United Academics)

☐ NTTF (United Academics) Increases

☐ OA Increases

☐ TTF (Non-United Academics) Increases

☐ TTF (United Academics) Increases

☐ Create Document for Department Head or Director Signature

☐ Create Excel Workbook

Department

AAA Department of Art ▼

GO

4. Select each of the options shown above that are available to you (NTTF (Non-United Academics) Increases, NTTF (United Academics) Increases, OA Increases, TTF (Non-United Academics) Increases, or TTF (United Academics) Increases). Click Go.

### Department Name

Type	Allocation	Used	Balance
Equity	9,507	0	9,507
Merit	22,184	0	22,184

Name	Position	Title	Eligible for Merit	Eligible for Equity	Appt Pct	Base AR	Across the Board Amount	TTF Equity Amount	Merit Percent	Merit Amount	Final Annual Rate
Beauty, Sleeping	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	74,587	1,119	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	75,706
Cinderella	B9xxxx	Professor	True	<input checked="" type="checkbox"/>	50.00	100,560	1,508	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	102,068
Duck, Daisy	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	84,692	1,270	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	85,962
Duck, Donald	B9xxxx	Associate Professor	True	<input checked="" type="checkbox"/>	100.00	83,641	1,255	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	84,896
Goofy	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	77,000	1,155	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	78,155
Mouse, Mickey	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	75,000	1,125	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	76,125
Mouse, Minnie	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	75,164	1,127	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	76,291
Pan, Peter	B9xxxx	Associate Professor	True	<input checked="" type="checkbox"/>	50.00	74,492	1,117	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	75,609
White, Snow	B9xxxx	Assistant Professor	True	<input checked="" type="checkbox"/>	100.00	76,222	1,143	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	77,365

5. In the box at the top of the web page, “Allocation” for equity is equal to the sum by department of all your TTF base annual rates multiplied by the 1.5% equity pool rate. “Allocation” for merit is equal to the sum of the base annual rates prorated by the employee’s appointment percent and multiplied by the 3.5% merit pool rate for all of your **merit eligible** employees in the category and department selected. You may distribute up to the Merit and Equity Allocation amount to these eligible employees.
6. Employees who are eligible to receive a Merit Increase are indicated with a “True” in the “Eligible for Merit” column. In this example, everyone is eligible for a merit increase. All TTF are eligible for the equity agreement.
7. You must enter the TTF equity increases as a dollar amount per the agreement. The decisions on the TTF equity should be decided prior to determining the merit increases and should be based on criteria developed specifically for the equity increase.
8. You may choose to enter the employee’s merit increase either as a percentage of their Base Annual Rate OR as a specific dollar amount. To give an employee a 1.25% merit increase, enter 1.25 in the “Merit Percent” column. The “Merit Amount” will then be calculated for you. If you choose to enter a dollar amount for the merit increase in the “Merit Amount” column, the “Merit Percent” will be calculated for you.
  - You do not have to give every eligible employee a merit increase, and you may give individual increases in excess of 3.5%, so long as the sum of all of your merit increases does not exceed the amount of your “Merit Allocation”. Any proposed increase above 10% (including the 1.5% Across the Board) must be

supported with a brief narrative justification based on your Department, Program, Center or Institute criteria. Such increases will need to be individually approved by the Provost.

**Department Name**

Type	Allocation	Used	Balance
Merit	5,018	2,972	2,046

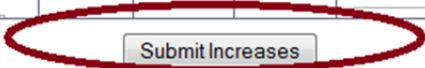
Title	Eligible for Merit	Eligible for Equity	Appt Pct	Base AR	Across the Board Amount	TTF Equity Amount	Merit Percent	Merit Amount	Final Annual Rate
Adjunct Instructor	True	<input type="checkbox"/>	33.33	45,000	675	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	45,675
Adjunct Instructor	False	<input type="checkbox"/>	34.31	43,722	0	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	43,722
Instructor	True	<input type="checkbox"/>	47.62	36,000	540	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	36,540
Adjunct Instructor	True	<input type="checkbox"/>	33.00	45,000	675	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	45,675
Adjunct Instructor	True	<input type="checkbox"/>	47.62	32,603	489	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	33,092
Adjunct Instructor	True	<input type="checkbox"/>	100.00	32,400	486	<input type="text" value="0"/>	<input type="text" value="3.00"/>	<input type="text" value="972"/>	33,858
Inst & Multimedia Supvsr	True	<input type="checkbox"/>	100.00	51,750	776	<input type="text" value="0"/>	<input type="text" value="3.86"/>	<input type="text" value="2,000"/>	54,526

9. As you enter your increases, the increase “Used” column will keep a running total of the amount of the pool allocation you have used, and the “Balance” column will display the amount of the pool that remains to be allocated.

If the “Balance” becomes a red number in parentheses, you will have exceeded your allocation. You will need to adjust your increase awards until the “Balance” is zero unless you have been directed to do otherwise by your dean or vice president. Each department has to balance to their equity allocation and each Dean and Vice President has to balance to their overall 3.5% merit pool.

When you have finished entering your increase percentages/amounts for all eligible employees, click “Submit” at the bottom of the page.

BUOFF9 01	Senior Instructor I	True	<input type="checkbox"/>	100.00	38,880	583	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	39,463
BUOFF9 00	Adjunct Instructor	True	<input type="checkbox"/>	100.00	32,400	486	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	32,886
BUOFF9 00	Adjunct Instructor	True	<input type="checkbox"/>	100.00	32,400	486	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	32,886
BUOFF9	Senior									



10. If you have exceeded your allocation, you will receive an error message saying, “You have exceeded the X% allocation. You may be asked by your dean to lower some increase amounts.” If you have not been preauthorized to assign more than your allocation, please make the necessary adjustments to your increase percentages/amounts and click “Submit” again. You can access the application and make changes on the increases up until your deadline, as listed in above.
11. Click on “Return to the Salary Increase home page” and repeat this process for each employee group in your Department, Center, Institute or Program.
12. Once you have entered and submitted the increases for all of your employee groups, select the “Create Document for Department Head or Director Signature”, hit the “go” button and the “create word document” button, view and print your file, obtain the Department, Program, Center or Institute Head’s signature on the document indicating her/his approval of the increases, and submit the signed document to your dean or vice president’s office.
13. Deans and Vice Presidents or their designees will have from June 15<sup>th</sup> to June 22<sup>nd</sup> to review the web application for information regarding proposed salary increases for employees in the departments and units under their supervision. Following completion of this review, the Deans and Vice Presidents will send an email to Sonia Potter ([soniap@uoregon.edu](mailto:soniap@uoregon.edu)) in Unclassified Personnel Services indicating that the increases have been reviewed and are approved as represented in the web application at the time the email is sent and that no additional changes will be made to the information in the web application by the Deans or Vice Presidents. Once this confirmation is submitted to Unclassified Personnel Services, the information from the academic units will be forwarded to Academic Affairs for review and approval, and Deans and Vice Presidents must not make any additional changes to the information.