



TO: CAS Heads and Managers

FROM: W. Andrew Marcus, Tykeson Dean of Arts and Sciences
Bruce Blonigen, Dean for Faculty and Operations

DATE: October 19, 2017

SUBJECT: 2018 Merit Increase

On Wednesday, September 27, OAs and Faculty received information about FY18 salary increases. You can access the information provided here: [FY18 salary increase overview](#).

We are writing to give you information about the process in CAS and a time line for meeting our internal deadlines.

CAS Time Line

All units already have approved merit review policies for faculty and officers of administration. Between now and November 7, 2017, please evaluate your faculty (TTF, Career NTTF, and TRP faculty) and OAs according to your policies.

CAS will provide a spreadsheet for units to complete with merit increase information for each faculty and OA. This will be distributed on or before November 8th. Units will submit the completed spreadsheet via the managers' drive by November 15th. After review and approval, CAS will then input merit increase recommendations in the HR Salary Planner for all units.

Information for CAS Units

Review Period and Process

For faculty: The review period will follow unit policy and will extend at least from the last merit raise (which occurred effective January 1, 2017) to the present. Faculty who started September 16, 2017 are eligible for merit increases and should be evaluated. Only meritorious performance may be awarded as is mandated by the Collective Bargaining Agreement (i.e. adjustment may not be made for equity).

For department heads: Faculty who were department heads during academic year 2016/17 will be included in the department merit pool spreadsheet, with their increase temporarily "locked" within the spreadsheet at 2.25%. Please note that heads who started their role as of AY2017-2018 will be evaluated as regular faculty during this round of merit considerations. Department merit review committees should review their heads in AY2016-2017 for scholarship, teaching and service, and then provide ranking/points for the head directly to casdean@uoregon.edu. Do not ask the head who is being evaluated to submit the ranking to the dean's office.

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After receiving input from departments, the dean's office will adjust department heads merit raises by an amount that reflects our assessment of their service as heads combined with the department's assessment of their scholarship, teaching, and service using the following split depending on the category of the department in our heads compensation schedule:

Category 1: 60% DH+service, 40% scholarship [no teaching in this category].

Category 2: 50% DH+service, 40% scholarship, 10% teaching.

Category 3: 40% DH+service, 40% scholarship, 20% teaching.

Category 4: 30% DH+service, 40% scholarship, 30% teaching.

For OAs: The merit review period for OAs will extend from the date of the performance review used for the 2017 merit process to the present. (In most cases, this means the OA review will cover March 2016 to the present.) A performance evaluation completed within the last 12 months must be recorded in HR using this link: (<https://forms.hr.uoregon.edu/links/oa-performance-appraisal-q/welcome/feed>). The unit will evaluate OAs for meritorious performance. The dean's office is withholding a small percent (0.1% from the 2.25% total OA merit pool, as discussed below) to use for OA equity adjustments across the college.

Joint Appointments

Faculty holding joint appointments will be reviewed by both (or all) appointing units following the CAS Joint Appointment Policy (<https://casweb.uoregon.edu/policy-joint-appointments>) or the Memorandum of Understanding addressing their joint appointment.

Merit Pools

For faculty: Unit merit funds will be divided into TTF and NTTF categories, then distributed to departments and programs.. Heads/directors will be included in unit pools. There is no provision for addressing equity and compression in the faculty salary increases.

For OA's: Unit OA merit funds equal to 2.15% will be distributed to departments, prorated by FTE. For departments with more than one OA, internal equity and compression issues may be factored into the OA merit increase, but these cannot be an independent basis for assigning an increase. That is, only OAs who have been evaluated as eligible for a merit increase (because they meet or exceed expectations) may be considered for equity or compression adjustments as well. In addition, the dean's office will use the remaining 0.10% of the CAS OA pool to award equity increases to OAs. Equity will be considered for individuals who are: in OA Band 9 or below; more than 10% below their salary band midpoint after considering the ATB and unit assigned merit; have at least two years of service in their current position; *and* received an exceeds expectation evaluation.

Further Information

The salary increase will be effective on January 1, 2018 and will appear in the January 31 paycheck.