

From: cas-heads-bounces@lists.uoregon.edu on behalf of [Anna Duncan](#)
To: cas-heads@lists.uoregon.edu; casbudmgr@lists.uoregon.edu
Subject: cas-heads: CAS 2019-20 merit increase process
Date: Monday, October 07, 2019 2:14:05 PM
Attachments: [ATT00001.txt](#)
Importance: High

Dear heads and managers,

The University has announced this year's process for salary increases for faculty and Officers of Administration (OAs). Salary increases will be effective January 1, 2020. This message describes CAS units' process for determining and implementing the increases; please read carefully and note units' **bolded** deadlines.

Faculty Salary Increases

Increases for tenure-track and tenured faculty will come from a 1.625% merit pool and 0.50% external equity pool. Units and CAS are responsible for allocating the merit portion, with final approval from the Office of the Provost. More information will come regarding allocation of the equity pool.

Increases for career non-tenure-track faculty will come from a 2.125% merit pool.

See UO Human Resource's [Faculty Salary Increases: Administrative Guidelines](#) for more information, including eligibility.

Process

- October 16 - Dean's Office distributes spreadsheets for units to enter their merit increase recommendations. Recommendations must be developed according to the [unit's Merit Raises policy](#).
- **By October 21** – Units review [their Merit Raises policies](#), and notify Divisional Dean if they wish to make changes.
- **November 11** - Units return merit increase recommendation spreadsheets to the Dean's Office.
- Through November 21 - Dean's Office reviews recommendations and discusses with units as necessary.
- Through November 21 - Dean's Office finalizes merit increase recommendations and enters in UO's Salary Planner application.
- November 22 – December 13 – HR and OtP review, approval, and processing.
- By December 31 - Dean's Office communicates merit increases to faculty.

Officer of Administration Salary Increases

Increases for OAs will come from a 2.125% merit pool. Units and CAS are responsible for allocating the merit increases, with final approval from the Office of the Provost. See UO Human Resource's [OA Salary Increases: Administrative Guidelines](#) for more information, including eligibility.

Process

- October 11 – The Dean's Office will communicate with units that have an OA who is not

eligible for the salary increase process.

- **October 17** - Eligibility exception requests to include an ineligible OA in the process due to HR, via Dean's Office.
- **October 21** - Units review the [OA merit criteria in their Merit Raises policies](#), and notify Dean's Office (Anna Duncan apuhn@uoregon.edu) if they wish to make changes to the criteria.
- **October 25** - Supervisors submit the OA Performance Evaluation Form to Pauline Miller in the Dean's Office (email to pcmillier@uoregon.edu or campus mail), and also record the review in MyTrack. Both pieces need to be done in order for the OA to be merit eligible.
 - Both the employee and the supervisor must sign the form.
 - See UO Human Resource's [OA Performance Management](#) link for instructions and guidance.
- October 26 - Dean's Office distributes spreadsheets for units to enter their merit increase recommendations.
- **November 11** - Units return merit increase recommendation spreadsheets to the Dean's Office.
- Through November 21 - Dean's Office reviews recommendations and discusses with units as necessary.
- Through November 21 - Dean's Office finalizes merit increase recommendations and enters in Salary Planner.
- November 22 – December 13 – HR and OtP review, approval, and processing.
- By December 31 - Dean's Office communicates merit increases to OAs – by December 31.

As always, thank you for your time and your attention to these important tasks. If you have questions about process, please don't hesitate to reach out to me. For questions about faculty review methodology, the best contact is your Divisional Dean.

Sincerely,
Anna

Anna Duncan
Divisional Personnel and Budget Specialist, Natural Sciences

Interim HR contact for CAS

she/her/hers

College of Arts and Sciences

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