



TO: CAS Heads and Managers

FROM: W. Andrew Marcus
Tykeson Dean of CAS

DATE: October 10, 2016

SUBJECT: 2017 Merit Increase

On Tuesday, September 27, you received information from Provost Scott Coltrane about the FY17 salary increases for faculty and officers of administration. You can access the information provided by the Office of the Provost and Academic Affairs and Human Resources here: <http://hr.uoregon.edu/employee-labor-relations/annual-salary-increases>.

I am 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 14, please evaluate your faculty (TTF, Career NTTF, and TRP faculty) and OAs according to your policies.

For OAs: CAS will submit merit increase recommendations in the Human Resources Salary Planner based on the 2016 annual reviews.

For faculty: Units will submit merit increase information into the CASweb application by November 14. CAS will input merit increase recommendations in the Human Resources Salary Planner after review and adjustment.

Information for CAS Units

Review Period

For OAs: The review period for OAs will follow unit policy and will extend from the last merit raise (which occurred effective January 1, 2016) to the present.

For faculty: The review period for faculty will follow unit policy and will extend at least from the last merit raise (which occurred effective July 1, 2014) to the present.

Under normal circumstances the merit of a new hire should have been part of consideration at the time of hiring and should have been factored into salary. Thus



employees starting on or after July 1, 2016 should not be considered for merit raises unless there are extraordinary considerations. If there are extraordinary considerations, these should be detailed in a concise memo to the divisional associate dean (less than one page), submitted via email by **November 14**.

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>).

Merit

For OAs: Only meritorious performance may be awarded.

For faculty: Only meritorious performance may be awarded. Regardless of unit-policy approaches to evaluation and assignment of increases, units will identify for CAS whether faculty members meet expectations over all when they fill out the CASweb salary recommendation application.

Review Process

For OAs: A performance evaluation completed within the last 12 months must be recorded in HR for all OAs. Officers of Administration will be evaluated by the dean's office with input from unit heads/directors and in light of the most recent performance evaluation.

For faculty: The merit review process follows that articulated in the unit merit review policy. Information about the process CAS will follow for department heads and some program directors will be discussed in a separate memo.

Merit Pools

For OAs: Because most department and units have only one OA, it would not be possible for departments to acknowledge truly meritorious performance internally. CAS will therefore hold all OA merit funds centrally and allocate those funds following the OA Review Process above so that distinctions in merit among OAs across the college can be recognized.

For faculty: Unit merit funds will be distributed to departments and programs. Heads/directors will be included in unit pools.



Equity and Compression

For OAs: 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.

For faculty: There is no provision for addressing equity and compression in the faculty salary increases.

Further Information

The salary increase will be effective on January 1, 2017 and will appear in the January 31 paycheck. For further information about across-the-board and merit increase amounts, eligibility, and notification letters, please consult the Provost/HR announcements (<http://hr.uoregon.edu/employee-labor-relations/annual-salary-increases>)