**DRAFT**

**College of Arts and Sciences**

**Proposed Salary Increase Process for FY13 and FY14**

**April 15, 2013**

This document summarizes the College of Arts and Sciences’ (CAS) proposed process for making across-the-board salary increases in FY13 and FY14, and merit/equity increases in FY14, for eligible unclassified employees [Tenure Track Faculty (TTF), Non-Tenure Track Faculty (NTTF), and Officers of Administration (OA)].

**FY13 Program**

TTF and NTTF not represented by the bargaining unit who began employment on or before June 30, 2012 will receive a 1.5% across-the-board increase to base salary retroactive to January 1, 2013.

**FY14 Program**

TTF, NTTF and OAs not represented by the bargaining unit who began employment on or before December 31, 2012 will receive a 1.5% across-the-board increase to base salary, effective July 1, 2013. These employees will also be eligible for an additional merit/equity salary increase effective July 1, 2013.

CAS Departments with TTF, NTTF and OAs will be asked to update their policies and procedures for evaluating performance and allocating merit/equity salary increases, including, if necessary, adding specific processes and allocation criteria for each employee category (TTF, NTTF, OA). These policies and procedures must be approved by the Dean and Provost. Using funds provided centrally, the CAS Dean will identify an amount equal to 2% of the existing base salary among those eligible employees within each employee category (TTF, NTTF and OA) which will be made available for allocation within that category.

Departments and programs will collect performance information from and about individual employees. Department heads will use forms and procedures developed in conjunction with the CAS Dean’s Office to evaluate individual employee performance over the designated period of review period (For the FY14 merit/equity increase, the review period will be since the last merit review in 2006; but for future reviews a three-year period will be used). Department heads will propose merit/equity salary increases for eligible individual employees within their departments according to approved department procedures and criteria. These proposed increases will be reviewed and approved by the Dean, in consultation with the Associate Deans. Associate Deans will review performance information for faculty and OAs whose employment falls outside departments and make recommendations on merit/equity salary adjustments to the Dean.

The Dean’s office will develop procedures and criteria for evaluating the performance of department heads and others holding CAS administrative positions. Associate Deans will make recommendations on individual merit/equity salary increases for department heads and other administrators to the Dean who will review and approve them. The Dean will review the performance of Associate Deans and make recommendations on merit/equity increases for them to the Provost. All merit/equity salary increase proposals from CAS will be submitted for review by the Provost.

TIMELINE:

May 1, 2013 Updated departmental salary increase procedures due in Dean’s office

May 1 – June 1 Departments conduct equity/merit reviews and submit to Dean’s office.

June 15 College of Arts and Sciences to submits proposed equity/merit increases to Provost’s Office.

June 30 Provost’s Office completes review of proposed salary increases.