



Tuesday, July 09, 2013

TO: Deans, Chancellors, Vice Presidents, Vice Provosts
FROM: Ana Mari Cauce; Provost and Executive Vice President
SUBJECT: FY 2013-14 Salary Adjustments

As I'm sure you are all aware, the Washington State Legislature approved the State's budget in June. We are pleased with the outcome of their work; a budget that allows for well-deserved salary increases for our employees while at the same time stabilizes tuition for our students.

At its July 1, 2013 meeting, the Board of Regents approved the University's FY 2014 operating budget. Below please find the details of the salary increases associated with the budget. The Bothell, Seattle, and Tacoma academic units will be responsible for funding these salary increases. Central funding will be allocated to the central administrative units.

Faculty

Merit Salary Adjustments

A total salary pool of 4.0% is available for merit salary adjustments for faculty members. The first step in the distribution process is ensuring that all continuing faculty members have been evaluated for merit, including part-time lecturers, clinical faculty-salaried, teaching associates, and research associates. All faculty members who are determined to be meritorious will receive a minimum 2% regular merit salary adjustment unless they received a prior salary adjustment that precluded further adjustment. Faculty members who were not determined to be meritorious must be identified and will not receive a salary adjustment.

As I indicated in my February 20, 2013 communication, it has been our goal to be able to award regular merit as well as additional merit. I am pleased to be able to confirm that 2% is available for additional merit. It is my expectation that, in general, each meritorious faculty member will be recommended for at least 1.5% additional merit (three quarters of the allocation). Recommendations of less than 3.5% merit (2% regular merit and 1.5% additional merit) must be accompanied by an explanation for the smaller allocation. Examples of exceptions that do not require further elaboration include the fact that the faculty member has received a retention increase within the past three years, or that the faculty member has been employed for less than a year. Schools, colleges, and campuses have the option to evenly distribute all of the additional merit to all meritorious faculty members or to differentiate the .5% additional merit (one quarter of the allocation) based on factors of merit, compression, and equity. In some units, where there have

been few retention increases and where all faculty members have high levels of merit, a more even distribution of the funds may be most appropriate. In other units, where retentions and new hires were more common, such funds may be best targeted toward faculty experiencing significant compression or inequities or high merit faculty whose salaries have fallen further behind. It is my expectation that you have consulted with your elected faculty councils, department chairs and executive leadership on this important decision.

The average merit salary adjustment for all faculty members within your units will be 4.0%, and be funded from school, college, or campus administered resources. Funds in vacant positions or merit funds not awarded to faculty members may be reallocated to provide additional merit to deserving, highly meritorious, continuing faculty. Faculty in research, WOT, and other regular non-state/non-tuition-funded positions (including the B portion of an A/B salary plan) should be considered for the above described merit salary adjustments; with funding for the salary adjustment coming from the applicable grant, contract, or other alternative source of funds.

The Provost's Office reviews all salary proposals and will request additional documentation, if necessary. The salary adjustments will be implemented using the salary module.

Merit salary adjustments will be effective September 1, 2013.

Minimum Salary Floors

Effective September 1, 2013, the minimum salary floors for faculty and other academic personnel are as follows:

	9-month rate	12-month rate
Research Associates, Teaching Associates, Acting Instructors, Senior Fellows, and Academic Staff	\$3,329	\$3,083
Lecturers, Artists in Residence, and Librarians	\$3,531	\$3,270
Assistant Professor (including WOT, Research, and Clinical)	\$5,024	\$4,607
Associate Professor (including WOT, Research and Clinical)	\$5,468	\$5,012
Professor (including WOT, Research and Clinical)	\$6,491	\$5,951

Promotions

Faculty promotion increases will be 7.5% on the effective date of the promotion (July 1 or September 16).

Librarians

There will be a 4.0% salary pool for distribution to librarians based on merit, market, and equity considerations. These salary adjustments will be implemented using the salary module. The salary adjustments will be effective September 1, 2013.



Promotion increases will be 7.5%, effective on the date of promotion (July 1).

Increases will be funded centrally for librarians in permanently budgeted positions in Seattle.

Professional Staff

A total salary pool of 4.0% is available for merit salary adjustments for professional staff employees. These salary adjustments will be implemented using the salary module and will be effective September 1, 2013.

Professional staff employees who meet performance expectations will receive a minimum 2% regular merit salary adjustment. Professional staff who were hired, promoted, or have received retention/in-grade increases between June 1, 2013 – August 31, 2013 are generally not eligible for the September 1 merit increase.

An additional 2% will be authorized for Vice Presidents, Vice Provosts, Deans, Chancellors, Directors and Chairs to award based on merit, meaningful distinctions related to relative performance within their unit, and/or to address market and equity issues. Performance expectations, ongoing feedback, and performance evaluations should have laid the foundation for determinations of merit adjustments.

Documentation supporting salary adjustments should be retained at the unit level and must include sufficient detail to confirm that a performance evaluation has occurred in the last year as required by the Professional Staff Program. It is recommended that individual performance evaluations be completed by August 31, 2013.

To assist UW units in maintaining the progress achieved through previous market-related adjustments, market minimums have been increased for positions in salary grades 5-10. The effective date of the mandatory adjusted market minimums is September 1, 2013.

In addition, the 2013-15 state budget restores units' ability to request retention-based "in-grade" adjustments for professional staff. If you will be requesting in-grade adjustments to address equity and/or retention issues, use the in-grade section of the professional staff Compensation Change Request Form and consider implementing in-grade adjustments following the merit process, effective September 16, 2013 or later. The Compensation Change Request Form can be found at: <http://www.washington.edu/admin/hr/forms/comp/prostaff/reviews/compchgng-req.docx>.

Further implementation instructions on the distribution of the 4% salary pool will be distributed to Vice Presidents, Vice Provosts, Deans, and Chancellors in separate communications.

Classified Staff

Contract classified staff will receive 2% salary increases effective July 1, 2013, as negotiated with their individual labor unions. Classified non-union staff who have been at the top step of their salary ranges for six or more years as of July 1, 2013 will receive a longevity step increase of



approximately 2.5% on July 1, 2013. More information on the new step M can be found at:

<http://www.hr.wa.gov/rules/Pages/default.aspx>.

Increases will be funded centrally for classified staff in permanently budgeted and centrally funded positions. Additional information, as available, will be provided by UW Human Resources.

Academic Student Employees

Academic Student Employees (ASEs), covered by the collective bargaining agreement between the University and the United Auto Workers (UAW) Local 4121, will receive July 1, 2013 pay increases as negotiated in their labor contract.

ASEs in units using the non variable rate salary schedule will receive an annual percentage wage increase toward matching the Global Challenge States median. Based upon salary analysis performed by an outside compensation consulting firm, the non-variable scale will increase by 10%.

ASEs in units using the variable rate salary schedules and that already pay above the Global Challenge States median will receive a minimum of 2% wage increase or to the new base rate for the category, whichever is greater. Units are allowed to increase their variable salary rates above this minimum if they choose.

Hourly wage rates for Research Assistants with summer quarter appointments in job code 0854 will increase to match the percent adjustment for the regular or variable salary schedule associated with their appointment. All other hourly paid ASEs will receive a 2% wage increase or a wage increase to \$10.46 per hour, whichever is greater.

The Graduate School is coordinating updates to include July 1 salary schedules in the payroll system. Generally, units should not have to manually adjust salaries for current employees, except where changes must be made to increase summer quarter ASE Excess Workload Compensation (EWC) to reflect 20% of the actual salary and to adjust hourly Graduate Research Student Assistant (job code 0854) pay rates.

More detail about adjustment policies and the specific directions for budget and OPUS entries will be provided by the Budget Office.