

UNIVERSITY OF VIRGINIA
2006-07 FACULTY SALARY INCREASE POLICY

Scope:

This policy applies to faculty, including instructional, research, administrative and professional faculty. All faculty salary increases, including those that accompany a change in rank or tenure status, take effect on November 25, 2006. All faculty salary increases are merit-based.

The allocation of faculty salary increases provides an opportunity to address salary problems in areas where faculty salaries have fallen below appropriate market averages; in areas where retention or recruitment problems have been documented; in areas identified as institutional priorities; and in areas critical to the University's continued success.

Any exception to the below policy and procedures must have the prior written approval of the appropriate vice president, and the President's approval.

November 2006 Full-time Teaching and Research Faculty Salary Increases:

The Commonwealth of Virginia approved an average, merit-based, full-time teaching and research faculty salary increase of 4.39 percent during the 2006 session. The Board of Visitors approved a supplemental, merit-based, average increase of 0.61 percent for faculty at its June 2006 meeting. This provides a **University-wide average full-time teaching and research faculty salary increase of 5.0 percent**. This action funds the final year of the Board's four-year plan to increase the University's overall teaching and research faculty salary average to rank between the 15th and 19th position of AAU Universities.

The University Budget Office will increment the state general and local general awards of each major school or unit for an amount equal to **4.0 percent**, plus related benefit costs, of the annualized full-time teaching and research faculty salary expenses. *This pool of funds is intended to meet the salary increase needs of full-time teaching and research faculty only.* The remaining **1 percent** of annualized full-time teaching and research faculty salary expenses is retained by the Provost to address institutional priorities.

The school or unit will be responsible for funding the full cost related to other award types (sales and service, auxiliary, private, or grant-related) of the final approved cost of faculty salary recommendations.

Schools and units may recommend total salary increases which exceed the amount provided from the University Budget Office, provided the amount in excess of the amount provided is funded from within the school's or unit's own resources and the re-allocation of resources is approved by the appropriate vice president.

November 2006 Part-time Teaching and Research Faculty, Administrative and Professional Faculty, and Graduate Teaching/Research Assistant Salary Increases:

The Commonwealth of Virginia approved an average, merit-based salary increase of 3.29 percent during the 2006 session for part-time teaching and research faculty, all administrative and professional faculty, and all graduate teaching/research assistants (GTA/GRAs). The Board of Visitors approved a supplemental, merit-based, average increase of 0.71 percent for faculty and GTA/GRAs at its June 2006 meeting. This provides a **University-wide average salary increase of 4.0 percent for part-time teaching and research faculty, all administrative and professional faculty, and all GTA/GRAs**. This action funds the final year of the Board's four-year plan to increase the University's overall compensation to a competitive level.

The University Budget Office will increment the state general and local general awards of each major school or unit for an amount equal to **3.0 percent**, plus related benefit costs, of the annualized part-time teaching and research faculty and all administrative and professional faculty salary expenses. *This pool of funds is intended to meet the salary increase needs of part-time teaching and research faculty and all administrative and professional faculty only.* The remaining **1 percent** of annualized part-time teaching and research faculty and all administrative and professional faculty salary expenses will be retained centrally to address institutional priorities.

The University Budget Office will increment the state general and local general awards of each major school or unit for an amount equal to **4.0 percent** of the annualized GTA salary expenses. *This pool of funds is intended to meet the salary increase needs of GTAs only.*

The school or unit will be responsible for funding the full cost related to other award types (sales and service, auxiliary, private, or grant-related) of the final approved salary recommendations.

Schools and units may recommend total salary increases which exceed the amount provided from the University Budget Office, provided the amount in excess of the amount provided is funded from within the school's or unit's own resources and the re-allocation of resources is approved by the appropriate vice president.

School/Department Salary Recommendation Procedure:

Each faculty member's salary and her/his November 2006 recommended salary increase should be based on an objective written assessment of the individual's performance, as well as comparable, documented market information. The faculty member will be responsible for the submission of a formal annual report, which will serve as the basis for the dean/department head's written evaluation of his/her performance. Those who have successfully achieved an important career milestone, such as a promotion and tenure review, should receive special consideration.

The Provost will provide AAU peer data for teaching and research faculty, while the Vice President and Chief Financial Officer will provide national peer data for administrative and professional faculty, where available, to assist in the evaluation of market equity. Upon request,

UNIVERSITY OF VIRGINIA
2006-07 FACULTY SALARY INCREASE POLICY
Page 3

the Vice President and Chief Financial Officer and the school or unit's vice president may approve the use of alternative, documented market data, if appropriate.

By September 15, 2006, each school or major unit must provide the following to the relevant vice president:

1. A narrative outlining the strategy and performance criteria used in making faculty salary recommendations, addressing each of the following:
 - a. Faculty recruitment and retention, including how any increases are targeted to those areas where recruitment and retention are particularly problematic;
 - b. Salary compression and/or market equity issues, and the steps the school is taking to address these issues through targeted salary increases;
 - c. The school/unit's strategy for using its allocated pool of salary increase dollars to support the Virginia 2020 academic initiatives or other institutional priorities; and
 - d. Remaining critical compensation issues that are not addressed as part of the school or unit's November 2006 salary recommendations, and why the issues remain open.
2. An Excel spreadsheet, in the format provided, including:
 - a. The recommended faculty salary increase, *rounded to the nearest \$100*, for each individual faculty member and supplemental compensation received by faculty in each area for teaching (including undergraduate, graduate, and non-degree programs) or through foundation-sponsored activities. Summer pay for nine month faculty should be excluded.
 - b. A brief narrative for each recommendation, outlining specific reasons for the recommendation based on performance and market. Describe also how supplemental compensation is factored into the recommendation.
 - c. Any individual instructional and research faculty salary increase recommendation greater than or equal to 10 percent;
 - d. Any individual administrative and professional faculty salary increase recommendation greater than 4.5 percent;
 - e. Any individual faculty salary increase recommendation of 0 percent; and
 - f. (VP only) All senior-level administrative and professional salary recommendations.

Approval Process:

By October 23, 2006, deans and department heads will be notified of approved salary recommendations. THIS IS A CONFIDENTIAL PROCESS. **No dean, department head, or other University employer has authority to disclose any pending or recommended increase to any employee (faculty or other) until final approval is received from the appropriate vice president.**