

UNIVERSITY OF VIRGINIA
2008-09 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, 2008. 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 2008 Teaching and Research Faculty and Graduate Teaching/Research Assistant Salary Increases:

The Commonwealth of Virginia approved an average, merit-based, teaching and research faculty and graduate teaching/research assistant salary increase of 2.0 percent during the 2008 session.

The University Budget Office will increment the state general and local general awards of each major school or unit for an amount equal to **2.0 percent**, plus related benefit costs, of the annualized teaching and research faculty salary expenses. *This pool of funds is intended to meet the salary increase needs of teaching and research faculty only.* For this year only, because the merit pool is limited to 2 percent, there will **not** be a holdback by the Provost 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 **2.0 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 cost of faculty salary recommendations.

Schools and units may recommend total salary increases which exceed the amount provided from the University Budget Office, however, (1) this excess must be funded from within the school's or unit's own available resources and (2) the re-allocation of resources is approved by the appropriate vice president. Using the increased endowment distribution to supplement salary increases in areas supporting the priorities of the Commission on the Future of the University is encouraged.

November 2008 Administrative and Professional Faculty Salary Increases:

The Commonwealth of Virginia approved an average, merit-based salary increase of 2.0 percent during the 2008 session for all administrative and professional faculty. The University Budget Office will increment the state general and local general awards of each major school or unit for an amount equal to **2.0 percent**, plus related benefit costs, of the annualized administrative and professional faculty salary expenses. *This pool of funds is intended to meet the salary increase needs of administrative and professional faculty only.* For this year only, because the merit pool is limited to 2 percent, there will **not** be a holdback 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 salary recommendations.

Schools and units may recommend total salary increases which exceed the amount provided from the University Budget Office, however, (1) this excess must be funded from within the school's or unit's own available resources and (2) 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 2008 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 Human Resource Officer (VP/CHRO) will provide national peer data for administrative and professional faculty, where available, to assist in the evaluation of market equity. The VP/CHRO is currently working to expand the market data matches for administrative and professional faculty. Upon request, the VP/CHRO and the school or unit's vice president may approve the use of alternative, documented market data, if appropriate.

By September 22, 2008, 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 institutional priorities; and

- d. Remaining critical compensation issues that are not addressed as part of the school or unit's November 2008 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 instructional and research faculty salary increase recommendation of 0 percent;
 - e. Any individual administrative and professional faculty salary increase recommendation greater than 5 percent;
 - f. Any individual administrative and professional faculty salary increase recommendation of 0 percent; and
 - g. (VP only) All senior-level administrative and professional salary recommendations.

Approval Process:

By November 17, 2008, 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.**