



## UNIVERSITY OF WASHINGTON

*Office of the Provost and Executive Vice President*

June 5, 2008

TO: Deans, Chancellors, Vice Presidents, Vice Provosts  
Directors and Chairs

FROM: Phyllis M. Wise  
Provost and Executive Vice President

SUBJECT: FY 2008-09 Salary Adjustments

In the 2007-09 Washington State budget, the legislature funded a 2% average salary increase for state employees for FY 2008-09. Given our continued commitment to improving faculty, librarian, and staff salaries, we are proposing that the University invest beyond the legislatively funded compensation in the coming year.

Therefore, both state-funded and institutional-funded salary increases have been incorporated into the University's proposed 2008-09 budget which was presented to the Board of Regents for preliminary review on May 15, 2008, and will be presented for final approval on June 12, 2008. Pending final Board of Regents approval, we need to begin planning for increases as follows.

### **Faculty**

Faculty members will receive salary increases on September 1. After merit reviews have been conducted as provided for in Section 24-55 of the Faculty Code, faculty members will be eligible to receive either a regular 2% merit salary adjustment or no merit salary adjustment. For faculty members who receive no merit salary adjustment on September 1, there must be documentation supporting this recommendation (e.g., non-meritorious or prior salary adjustment that precluded further adjustment).

An additional 2% allocation is being made to address faculty compression, equity, and merit. I strongly encourage you to allocate a minimum of 0.5% to be generally available as additional merit for all meritorious faculty members with strong cumulative records. The Provost's Office reviews all salary proposals and we will request documentation for salary increases below 2.5% made to meritorious faculty. These salary adjustments will be implemented using the salary module.

A 0.5% allocation is being made available for retention salary adjustments. Any funds allocated for retention not included in the September salary adjustments must be committed to retention compensation during 2008-09 and cannot be diverted to other organizational/unit needs (e.g., operations). Retention adjustments will not be processed in the salary module, but rather as separate OPUS and BGT entries after the salary module is closed and HEPPS/BGT are updated. The specific retention allocation and implementation instructions will be distributed to Deans and Chancellors in separate communications.

Central funds will be allocated to support salary adjustments for each permanently budgeted and centrally funded position. Funds in vacant positions or merit funds not awarded to faculty may be reallocated to provide additional merit to deserving, highly meritorious, continuing faculty. Faculty in research, WOT, and other regular non-state-funded positions (including the B portion of an A/B salary plan) should receive the minimum 2% salary adjustment if they are meritorious; funding for the 2% will come from the applicable grant, contract, or other alternative source of funds. Of course, you may allocate compression, equity, and merit funding beyond that, with an expectation that the average increase for faculty in research, WOT ranks, and other regular non-state funded positions will be the same as that for state-funded faculty.

A second round of centrally funded and locally matched Unit Adjustments will be conducted in 2008-09. As with the merit salary adjustment, the procedures used for distributing the unit adjustment funds should follow Section 24-55 of the Faculty Code. These salary adjustments will be effective on October 1, but the local level review should occur simultaneously with the merit review process.

In addition to the availability of retention adjustments from the 0.5% retention allocation, Deans and Chancellors are also authorized to use reallocated, local, or grant and contract funds to award retention adjustments to individual faculty members. If a retention increase is awarded, the combined increase of regular merit plus additional compression, equity, and merit, and/or retention must be a **minimum of 5%**. Retention adjustments that are between 5% and 10% may follow the "Locally Funded Pre-Approval Retention Salary Adjustment: policy. The form is available at

[http://www.washington.edu/admin/acadpers/forms/preapproved\\_retention.pdf](http://www.washington.edu/admin/acadpers/forms/preapproved_retention.pdf).

Retention adjustments in excess of 10% must be accompanied by supporting documentation that justifies the retention increase. Please remember the general expectation that limits eligibility for retention adjustments--whether preemptive or competitive in nature--to every three years.

The minimum salary floors have been reviewed and will be adjusted this year, with the following changes to be effective September 1:

## 2008-09 Salary Floor Adjustments

Academic Rank	2006-08 9-Month Floors	2008-10 9-Month Floors	2006-08 12-Month Floors	2008-10 12-Month Floors
Professor	\$6,119	\$6,364	\$5,610	\$5,834
Associate Professor	\$5,155	\$5,361	\$4,725	\$4,914
Assistant Professor	\$4,736	\$4,925	\$4,343	\$4,517
Research Associate, Senior Fellow, Acting Instructor*	\$3,329	\$3,329	\$3,083	\$3,083
All Other Faculty, Librarians, and Academic Staff	\$3,329	\$3,462	\$3,083	\$3,206

Faculty promotion increases will be 7.5%, on the effective date of the promotion (July 1 or September 16). Permanently budgeted and centrally funded positions will be funded at 7.5%.

### **Librarians**

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

A 0.5% allocation is being made available for retention salary adjustments. Any funds allocated for retention not included in the September salary adjustments must be committed to retention compensation during 2008-09 and cannot be diverted to other organizational/unit needs (e.g., operations). Retention adjustments will not be processed in the salary module, but rather as separate OPUS and BGT entries after the salary module is closed and HEPPS/BGT are updated. The specific retention allocation and implementation instructions will be distributed to Deans in separate communications.

If a retention increase is awarded, the combined increase of merit, market, equity, and retention must be a minimum of 5%. Retention adjustments that are between 5% and 10% may follow the “Locally Funded Pre-Approval Retention Salary Adjustment policy. The form is available at

[http://www.washington.edu/admin/acadpers/forms/preapproved\\_retention.pdf](http://www.washington.edu/admin/acadpers/forms/preapproved_retention.pdf).

Retention adjustments in excess of 10% must be accompanied by supporting documentation that justifies the retention increase. Please remember the general expectation that limits eligibility for retention adjustments, whether preemptive or competitive in nature, to every three years.

Promotion increases will be 7.5%, effective on the date of the promotion (July 1). Permanently budgeted and centrally funded positions will be funded at 7.5%

### **Professional Staff**

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

To assist UW units in maintaining the progress achieved through previous market-related adjustments, market minimums have been increased for grades 5-10. The new adjusted market minimums are mandatory effective September 1, 2008.

The Professional Staff Program requires that merit recommendations for professional staff be supported by a performance evaluation completed within the past year. Documentation supporting salary adjustments should be retained at the unit level and must include sufficient detail to document that a performance evaluation has occurred in the last year. It is recommended that individual performance evaluations be completed by July 15, 2008.

Vice Presidents, Vice Provosts, Deans, Chancellors, Directors and Chairs are encouraged to fully utilize the flexibility provided by professional staff pay policies to award salary adjustments that reflect merit and meaningful distinctions based on relative performance within their unit. Performance expectations, ongoing feedback, and performance evaluations should have laid the foundation for determinations of merit adjustments. Variations in adjustments may also be considered based on recent hiring or employment actions, salary reviews, and market or equity issues.

A 0.5% allocation is being made available for retention salary adjustments for professional staff. Any central funds allocated for retention not included in the September salary adjustments must be committed to retention compensation during 2008-09 and cannot be diverted to other organizational/unit needs (e.g., operations). Retention adjustments will not be processed in the salary module, but rather as separate OPUS and BGT entries after the salary module is closed and HEPPS/BGT are updated. The specific retention allocation and further implementation instructions will be distributed to Vice Presidents, Vice Provosts, Deans, and Chancellors in separate communications.

### **Classified Staff**

Contract classified staff will receive increases July 1, as negotiated by their individual labor unions. For example the largest contract classified group at the University (SEIU Local 925) will receive a 3% across-the-board adjustment while WFSE covered members will receive a 2% across-the-board adjustment and may be eligible for a new top step valued at approximately 2.5% to 3%. Classified non-union staff will receive a 2% increase on September 1.

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

## **Academic Student Employees**

Academic student employees will receive a 2.5% increase July 1. Increases for all permanently budgeted and centrally funded academic student employee positions will be centrally funded.

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