

## UI FACULTY-STAFF HANDBOOK

### CHAPTER THREE:

#### EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

July 2007 (editorial)

#### 3420 FACULTY SALARIES

*PREAMBLE: This section describes the procedures used to determine faculty salaries, including salaries for summer session, salaries for other teaching activities not covered by the basic appointment, and additional compensation for administrative appointments. Cf. RGP II.G.*

*NOTE: It is the Regents' policy to define "faculty" for purposes of salary and other reporting purposes as follows: "Faculty" includes all persons whose specific assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold the academic rank/titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. This category also includes deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Not included are teaching or research assistants or medical interns or residents. The material in this section was all an original part of the 1979 Handbook. Revisions since that time have varied from major (2002) to minor (1988); with regard to subsection B-2 it is worth noting that the caveat that UI's salary-adjustment guidelines are constrained by legislative and regents' actions was added in June 1988, while F-1 was modified slightly at the same time so as to clarify the regents' intentions concerning payments for work done above and beyond regular duties. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost's Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-02]*

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#### A. FACULTY SALARY-ADJUSTMENT GUIDELINES.

*NOTE: When the faculty established these guidelines in the late 1960s, it intended that the salary-adjustment process (see 3420) be implemented using these principles as guidelines within constraints that may be imposed by the legislature or the regents. [ed. 7-02]*

##### A-1. SALARY ADJUSTMENTS. Factors to be considered in recommending salary adjustments are:

- a. Cost of Living.** First consideration is given to cost-of-living adjustments for all faculty members. This adjustment should be a uniform percentage of the salary of each faculty member at a given salary level, but need not be the same percentage at all salary levels.
- b. Promotions, Inequities, and Special Situations.** Second consideration is given to: (a) adjustment of inequities, and (b) providing for special situations.
- c. Incentive.** Third consideration is given to providing an increment, in addition to the authorized cost-of-living adjustment, as an encouragement to those whose service has been sufficiently deserving. Departmental administrators and deans, in consultation with their faculties, may establish criteria for this level of salary increase and may establish two subcategories within it.
- d. Outstanding Performance.** Final consideration is given to rewarding those whose performance is recognized by virtually all observers as exceptional. Subject to budgetary constraints and applicable presidential directives, departmental administrators and deans may determine the size of such increments.

**A-2. SALARY MODEL.** Each year the budget office issues Salary Guidelines, which provide information on how to apply the University's Salary Model given the fiscal issues relevant to the upcoming fiscal year. The Salary Model is maintained by the office of institutional research & assessment planning and budget and can be read at <http://www.webs.uidaho.edu/ira/http://www.webs.uidaho.edu/ipb/salarymodel.htm> [ed. 7-07]

##### A-3. CONSULTATION PROCEDURES.

- a.** In matters of salary adjustments, the primary role of the Faculty Council's Institutional Planning and Budget Advisory Committee is to participate in the determination of the total amount of money to be made available for these adjustments. In applying these guidelines, the provost should work closely with the Faculty Affairs Committee and the Council of Academic Deans.

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### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3420: Faculty Salaries

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b. The Faculty Council is keenly interested in salary-adjustment matters and expects that, when they are being considered by the Faculty Affairs Committee, the chair of that committee will keep the council informed of the committee's recommendations so that the Institutional Planning and Budget Advisory Committee may, in turn, be informed of the manner in which the guidelines are being applied.

c. A faculty member who believes that his or her salary is not equitable may grieve the salary recommendation through the Faculty Appeals Hearing Board, 3840.

**B. SALARY DETERMINATION.** This process is carried out at the departmental and higher levels of academic administration. Each year the provost specifies the definitions of the salary-increment categories to be used and prescribes their proportionate distribution. A "Salary Recommendation" form is completed for each faculty member according to the schedule established by the provost. [See also 3380 E and 3420.]

**B-1. Departmental Action.** The ~~departmental-unit~~ administrator enters a recommended salary-increment category in the space provided on each ~~salary Form-5~~. This recommendation will reflect the performance evaluation described in A, relative salary position, and other relevant factors. Special considerations should be noted in the "Comments" section at the bottom of the form or by an accompanying written statement. The ~~departmental-unit~~ administrator will submit written justification if his or her assignment of specified salary-increment categories departs substantially from the prescribed distribution. Such justifications are taken into consideration by the dean in arriving at an equitable college-wide distribution among the categories. The ~~departmental-unit~~ administrator forwards the ~~salary Form 5~~ for each faculty member to the dean, together with a listing of all members of the unit.

**B-2. College Action.** Deans, at their discretion, may require administrative officers under their jurisdiction to supplement their salary-increment recommendations by such means as copies of the evaluation forms, written statements, or personal conference. The dean enters a recommended salary-increment category in the space provided on each ~~salary Form-5~~. The dean's distribution of faculty members among the salary categories is guided by the recommended proportions and takes into account possible differences in qualifications and merit among departments; e.g., it may be that the average members of an outstanding department are given consideration equal to that accorded the top members of an average department. When this stage has been completed, the dean meets individually with each ~~departmental-unit~~ administrator for review of the dean's recommendations. The dean forwards the ~~salary Form 5~~ for each faculty member to the provost.

**B-3. Presidential Action.** Review and action by the provost consists primarily of making adjustments necessary to arrive at an equitable distribution of faculty members among salary-increment categories for UI as a whole. After a recommended salary-increment category has been established at the departmental, college, and presidential levels, a copy is sent to the faculty member. The president determines, on the basis of funds available, the salary-increment range applicable to each category.

**B-4. Budget Office Action.** The Budget Office provides computer printouts showing current salary and tentative salary for the coming year and sends the appropriate list to each dean.

**B-5. Review and Adjustment.** The dean, in consultation with each ~~departmental-unit~~ administrator in the college, makes corrections and minor adjustments as necessary to place each faculty member on the proper salary basis within the department. The aggregate of final salary recommendations must fall within the total salary-increase budget established for the college.

**B-6. Final Approval.** The provost, after consultation with the deans, approves the corrected lists. When they have been approved by the president and the regents, faculty members are officially notified of their salaries for the coming year and "Salary Agreement" forms [see 3080 E-2] are sent to them for completion.

~~**B-7. Merit-based Salary Increases Not Funded.** If, in any year or consecutive preceding years, funding is not provided for merit-based salary increases or funding is only provided for cost-of-living increases, the annual review reports will be retained at the unit level. At such time as merit-based salary increases are available, the recommendation for merit increases shall be based upon the average scores of the current period and any preceding consecutive periods for which merit-based funding was not provided. [add. 7-01]~~

Comment [AT1]: This was in FSH 3320 A-2 g.