

TO: University of Idaho Deans and Unit Administrators
FROM: Torrey Lawrence, Provost and Executive Vice President
Diane Kelly-Riley, Vice Provost for Faculty
DATE: April 26, 2021
RE: Directions for FY22 Faculty Salary Changes

Deadline: 5:00 pm, Monday, May 3, 2021 to crosslande@uidaho.edu.

Faculty salary recommendations for FY22 are due on Monday, May 3, 2021. Salary increases are made as CEC and/or Merit Increases. The State recommended a 2% CEC increase to all employees who met expectations on their annual performance evaluations in 2020. Units can recommend additional merit increases. Please follow the directions below to submit recommendations. The first part of this memo details the CEC process, and the second part describes the process for additional merit increases. The final section details specifics about the attached spreadsheet with salary information pertinent to your unit and/or college.

Background on the Faculty Salary Process

A target salary for each faculty member is identified as a reference. More details about our market-based compensation system, including market salaries and longevity tables, can be found on the [Provost's website](#).

All salary adjustments are subject to the following conditions:

1. The faculty member must have the rank of Instructor, Senior Instructor, Assistant Professor, Associate Professor, Full Professor, or Distinguished Professor.
2. The recipient of any salary increase must be in their current position by April 6, 2021.
3. The recipient of any salary increase must have a "Meets Expectations" rating in the 2020 annual performance evaluation.
4. Funds must be available to support the recommended salary increases.
5. All salary adjustments must be approved by the respective Dean or Vice Provost, and Provost/EVP. All recommendations are subject to final approval by the President.

Part I: Funding for CEC Increases:

Faculty on general education funds:

The recommended CEC increases for positions permanently budgeted on general education funds as of the FY2021 Budget Book will be supported by central general education funds.

Units with split-funded positions should work together to ensure agreement on proposed increases.

Faculty on partial or non-general education funds:

When other sources provide whole or partial funding of a faculty salary, then those other sources must provide proportional funding to support the recommended salary adjustment.

If other funding sources are not available to support the recommended increases, the Dean or Vice Provost may decline the recommended increase due to insufficient funding. It is the responsibility of the administrator to ensure the entire unit is applying the criteria within this guideline consistently to employees in their unit, regardless of other factors.

Faculty Administrators:

Faculty Administrators are eligible for CEC. The column headings for data and information on these appointments are highlighted grey. Direct reports to the Provost/EVP are not distributed to the unit.

Part II. Instructions for Merit Increases.

1. Faculty salaries are subject to the policies outlined in FSH 3420, section B. Supervisors are responsible for following this new process and must retain appropriate documentation.
2. Use column BZ of the attached spreadsheet to recommend any additional unit-funded increases. Columns CC and CE will auto fill with the general education and non-general education portions of the increase. The formulas in these fields can be overwritten if necessary.
3. Add notes in column CM to support your rationale for unit funded increases provided in column BZ. If a specific index is funding all the increase, please include that index in column CA. Columns CG and CH should equal each other for each row.
4. If funding sources are not available to support the recommended increases, the Dean or Vice Provost may “zero out” the recommended increase due to insufficient funding. Be sure to make a note in column CM.
5. For Faculty Administrators, please use columns CN and CO to indicate the portion of their salary that should be budgeted between E4105 and E4107 if there is a flat amount for the stipend or if changes are needed.

Note: The cells referenced above are color coded to aid in interpreting the instructions.

Note: Final recommended salary amounts will be adjusted later for rounding in Banner, estimations are shown in column CL.

Instructions regarding the Salary Recommendation Spreadsheet

The following adjustments have been made to the attached spreadsheet that will be used to submit your additional recommendations. If you find errors, please be sure to comment on the problem in the 'Notes', column CM.

1. If we have received documentation that a faculty member is separating from the university, their name has already been removed. If this information was received after April 7, they have not been removed from the spreadsheet.
2. If the employee did not meet expectations overall for their 2020 performance evaluation, their line has been removed from the spreadsheet; they are not eligible for any increase. If their 2020 performance evaluation has not yet been received for acceptable reasons, they have been highlighted orange.
3. If an employee was granted a promotion in rank, the promotional increment has been added to the spreadsheet. The increment is added after salary adjustments, including when you make additional recommendations for adjusting the salary. NOTE: the promotion increment is funded at the same ratio as the general education budget for the position.
4. An across-the-board increase of 2% has been added in Column BS.

Final Step: Approval by the President:

After approval of the salary recommendations by the President, the University Budget Office will implement all increases via an automated process. This process will update all impacted employees (both 00 and 01 suffix) to their new permanent salaries effective 6/27/2021 using their current labor distribution on NBAPBUD. Units are responsible for processing any actions needed for approved temporary pay, FTE changes, or labor distributions with an effective date for the new contract period. Please wait for instructions from the Budget Office for the specific date to submit EPAFs.

Electronic salary agreements and contracts are anticipated to be available mid-May. Communication to the University will be made similarly to last year.

Need help?

Please direct all questions to Erika Crossland at crosslande@uidaho.edu or 208-885-1061.