

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 14, 2022

RE: Directions for FY23 Faculty Salary Changes

Deadline: 5:00 pm, Wednesday, April 27, 2022, to kenwynr@uidaho.edu

Faculty salary recommendations for FY23 are due on Wednesday, April 27, 2022. Faculty in good standing who “met expectations” overall on their 2021 performance evaluation will receive a salary increase equivalent to 2.0% of their permanent salary. This is exclusive of temporary pay adjustments.

Faculty with a salary below 80% of their calculated target after the 2.0% increase will receive an equity increase to 80% of their FY 23 calculated target salary.

Vice presidents and deans will be provided a Merit Pool of General Education funds to be distributed for meritorious performance.

Background on the Faculty Salary Process

The FY 23 target salary for each faculty member is identified in column BH. More details about the market-based compensation system, including market salaries and longevity tables, can be found on the [Provost's website](#). FY 23 data will be uploaded during/by summer 2022.

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 1, 2022.
3. The recipient of any salary increase must have a “Meets Expectations” rating on the 2021 annual performance evaluation.

If the 2021 performance evaluation has not yet been received for acceptable reasons, the row has been highlighted green. *If the evaluation is “meets expectations” and the other criteria is met, salary adjustments will be made retroactively and/or prorated for the next contract period after the annual evaluation is submitted to the provost office.

4. Units may, at their discretion, request to supplement salary increases as their budget allows. 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 the Provost/EVP. All recommendations are subject to final approval by the President.

6. The following table describes limitations to salary increases

Title	Cost-of-living only	Merit	Market
Annual Eval Overall - Does not Meet Expectations	no	no	no
Compliance Training - Not completed	yes	no	no
Annual Eval Category(s) - Does not Meet Expectations	yes	no	yes
Annual Eval - not yet completed*	yes	yes	yes
Promotion/Tenure Denial	yes	no	yes
Job/appointment changes after 4/1	no	no	no

Part I: Funding for Increases:

Faculty on general education funds:

The recommended CEC increases for positions permanently budgeted on general education funds as of the FY2023 Budget Book will be supported by central general education funds.

Shared positions:

Units with split-funded positions or where there is a buyout of time should work together to ensure agreement on proposed increases and share knowledge about proposed salary changes.

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.

Other funding sources:

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 on these appointments are highlighted grey. Direct reports to the Provost/EVP are not distributed to the unit. Department heads, chairs, directors, and program directors will not be listed in this section. Their stipend is not determined by a SOC code.

Part II. Instructions for Merit Increases.

Faculty salaries are subject to the policies outlined in [Faculty-Staff Handbook 3420, Section B](#). Supervisors are responsible for following this process and must retain appropriate documentation at the unit level. The dean should confirm agreement and acknowledge that the report meets the criteria identified in policy.

The faculty merit pool can be combined with the staff merit pool and distributed across all eligible employees at your discretion. You may apply more or less than allocated to either of the groups, so long as you do not exceed your total allotment. Additionally, please note that no more than 50% of your combined faculty and staff may receive merit increases. You do have the ability to add unit funds for reasons other than merit to any or all of your employees, so long as they are for

equity increases (to get closer to target), to reduce compression or other reasons that are not merit.

Column DE in the spreadsheet will be used to track all notes related to the increases being recommended. Unit funded entries will require a note be entered for justification and documentation.

Unit funded equity increases (Green Section):

Do not touch BW thru CA

Column headers for CC thru CI provide guidance for entering the increase

Merit increase (Light Gold Section):

Column headers for CK thru CQ provide guidance for entering the increase from the university pool allocated to the unit and/or unit funds

Promotional increment (Blue Section):

Do not touch CS thru CY

Adjustments (Peach Section):

Use the note column (DE) in this section to communicate a required change to the amounts listed

Note: Final recommended salary amounts will be adjusted later for rounding in Banner.

Part III: 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 eligible employees (both 00 and 01 suffix) to their new permanent salaries.

The employee's current labor distribution in NBAPBUD is used. The effective date for fiscal year contract employees is 6/26/2022 and payroll #15 is paid on 7/22/22. The effective date for academic year contract employees is 8/14/2022 and payroll #18 is paid on 9/2/2022.

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 to inform employees of the timeline and steps to take in the system.

Need help?

Please direct all questions to Kenwyn Richards at kenwynr@uidaho.edu or 208-885-4700.