

# UNIVERSITY OF WYOMING

## Office of Academic Affairs

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**To:** Academic Deans and Directors  
**From:** Myron Allen, Nicole Ballenger  
**Subject:** Salary administration guidelines for academic personnel  
**Date:** April 1, 2009  
**Copies:** Thomas Buchanan, Phill Harris, Rollin Abernethy, Maggi Murdock, Ed Oleske, Hannelore Mundt, William Gern, Carol Frost, Dorothy Yates, Kimberly Reichert

This memo outlines aspects of this year's salary raises for academic personnel at all ranks, including professors, archivists, librarians, and academic professionals. The memo provides (1) an overview, (2) a discussion of the general academic raise pool, (3) a time line for administering the raises, (4) a description of pools reserved by the President and in the Office of Academic Affairs, and (5) a discussion of raises for School of Energy Resources faculty members, (6) a discussion of raises for endowed faculty positions.

**1. Overview.** The 2008 Wyoming Legislature allocated \$4.8 million for UW salary raises to be administered for FY 2010. The portion of this pool allocated to academic personnel is \$2,238,989. The Budget Office calculated this amount after setting aside funds for the President's pool and stipend increases for GAs managed by the Graduate School.

The following table shows the breakdown of the total academic raise pool among mandatory promotion raises, a 10% VPAA pool to be administered by the Office of Academic Affairs, and the amount for direct distribution by deans and directors:

Mandatory promotion raises	\$321,372
VPAA pool (= 10% x (\$2,281,718 - \$321,372))	\$191,762
Amount for distribution at college level	\$1,725,855
<b>Total academic raise pool</b>	<b>\$2,238,989</b>

The general academic raise pool in this table represents 3.402% of the total academic salary base. The amount for distribution at the college level, after reserving funds for the mandatory promotion raises and the 10% VPAA pool, represents 2.623% of the academic salary base.

All increases will appear in the employees' July 2009 paychecks.

## 2. General academic raise pool

All of the money originally allocated for academic employees' raises, whether administered at the college level or distributed from the pools reserved by the President or VPAA, will end up in salary increases for academic employees. And all of the money allocated for raises by the Wyoming Legislature will end up in salaries.

The following guidelines will apply to the raise distribution:

- **Eligibility.** All full-time and part-time benefited employees who are performing at a satisfactory or better level and who were hired on or before December 31, 2008, are eligible for a general raise.

Whether an eligible employee actually receives an increase depends on decisions about merit, defined below.

- **Criteria.** The raise will be merit-based. This means the following:
  - Meritorious performance – that is, performance that is satisfactory or better – is a necessary condition for a salary increase.
  - Differences in performance may justify differences in raises.
  - Supervisors should take into account other factors, particularly equity, experience, and market discrepancies, when recommending raises for their employees.
- **Funding sources.** The section-1 raise pool is available only to employees funded at least in part from section 1, and money from the general raise pool is allocated to divisions only in proportion to the section-1 components of their salaries. For any academic employee whose salary contains a section-2 component, it is appropriate to use section-2 funding for at least some of the raise. If sufficient section-2 money is not available to fund a raise beginning July 1, 2009, the supervisor may give a raise later in the year when funding becomes available.
- **Caveats.** First, many meritorious academic personnel will receive less than the average merit raise. As explained below, some funds may be used to make equity-related salary adjustments, from department-level sources as well as from pools reserved at the college and university levels. Second, a supervisor may decide, on the basis of documented assessments, that an employee's performance lacks sufficient merit to deserve any raise at all. Third, employees who receive a promotion-based raise may also receive additional increases based on merit.

**3. Timing.** The timing for the raise process will be as follows:

March 24, 2009	Academic Affairs will distribute spreadsheets with information on academic salary levels, ranks, gender, ethnicity, service date and appointment type, by department.
April 1, 2009	Raise information and instructions will be sent to deans and directors by the Budget Office. The Budget Prep system is open.
April 15, 2009	Nominations for employee-specific raise amounts and nominations for funding from the VPAA pool and the President's pool will be due in the Office of Academic Affairs. The requests and justifications must be entered in the template distributed to the colleges.
April 28, 2009	Academic Affairs will provide draft allocations to deans and directors, for immediate feedback and proposed corrections.
April 30, 2009	Feedback and proposed corrections will be due in Academic Affairs.
May 4, 2009	Academic Affairs will provide final allocations to deans and directors, including allocations from the VPAA pool and President's pools.
May 7, 2009	The Budget Prep system will close.
July 31, 2009	Raises will appear in employees' paychecks.

**4. Pools reserved at administrative levels**

- **President's pool.** The President has reserved 10% from the general raise pool, to be distributed at that level. Deans and Directors may nominate specific employees for additional raise funding from this pool. All nominations for the President's pool must be channeled through the Office of Academic Affairs. Nominations will be ranked and forwarded to the President.

- **VPAA pool.** The Office of Academic Affairs has reserved 10% of the raise pool for academic personnel. Deans and directors may nominate specific faculty members or academic professionals for additional raise funding from this pool. Preference will be given to (a) proposals for meritorious senior faculty and academic professionals aimed at bringing their salaries more in line with market, (b) proposals to promote and preserve equity, especially for women and people of color, and (c) proposals to retain extraordinarily meritorious employees. These nominations require justification. To be eligible for funding from the VPAA pool, the employee must have received at least a 2.5% raise from the funds allocated to the college level.
  - **Format for requests for faculty and academic professionals from the VPAA and President's pools.** Requests for faculty and academic professionals must be submitted on one Excel workbook in the template which is attached. Justifications are to be entered in the "Comment" cell in the workbook. Please make the comments as concise and factually based as possible.
- **Deans' pools.** Deans may reserve up to 10% of their college-level general raise pools for faculty and academic professionals, for purposes similar to those of the VPAA pool. All funds reserved must be used for salary raises for academic employees, effective 1 July 2009.

#### 5. School of Energy Resources faculty positions

- Funding for raises for faculty members occupying SER positions will come exclusively from budgets managed by the director of SER.
- Each SER faculty member's department head will recommend a salary increase for that faculty member and forward the recommendation to the dean of the college and to the director of SER for review. The dean and director will develop recommendations based on their own assessments of merit. The director of SER will base the assessments, at least in part, on the contributions that the faculty members have made to SER's interdisciplinary mission. Deans and department heads should also take these contributions into account, recognizing that the current locus of the position is predicated on the promise of sustained contributions of this type. Final recommendations should reflect agreement among all three decision-makers; if agreement is impossible, the decision will reside with the Office of Academic Affairs.
- SER faculty members are not eligible to receive salary increases from the pools reserved at the deans', VPAA, or President's levels.

#### 6. Endowed faculty positions

- Raises for those in endowed positions must be funded from the endowment accounts, and raise recommendations should be commensurate with recommendations for other faculty with similar levels of performance. Raise recommendations for Wyoming Excellence Chairs should be submitted to the Vice President for Academic Affairs.