

# UNIVERSITY OF WYOMING

## Office of Academic Affairs

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**To:** UW Faculty Members and Academic Professionals  
**From:** Myron Allen, Nicole Ballenger, Carol Frost  
**Subject:** Institutional policy on salary raises for academic employees  
**Date:** 2 April 2012  
**Copies:** President Buchanan, UW Vice Presidents

This memo addresses salary raises for UW's academic employees for FY 2013. Although funding for such raises was UW's highest priority in the 2012 legislative session, the Legislature did not approve this request. The salary policy below takes into consideration the absence of a legislatively funded raise pool for section-1 employees, the need to maintain fairness among employees funded from different sources, including "soft money" sources,<sup>1</sup> and UW's need to comply with federal funding guidelines.<sup>2</sup>

We wish we were writing a different memo. President Buchanan, the Trustees, and all of us in Old Main regard competitive salaries as a serious problem for UW, made worse by the absence of raises during fiscal years 2011–2013. Salary increases will continue to be UW's highest priority for legislative funding.

## Rules governing salary raises

The following list describes allowable grounds for salary increases for academic employees for the remainder of FY 2012 and for FY 2013.

- Promotions in rank. Academic employees who receive promotions in rank may receive the salary raises required by UW's regulations. All promotions in academic rank require documentation of an appropriate review process (in most cases prescribed by UW Regulations), a positive recommendation from the Office of Academic Affairs, and approval by the Board of Trustees.
- Major changes in duties. Academic employees who take on major, long-term changes in job descriptions — such as becoming the head of an academic department or the director of a significant administrative unit — may receive increases in salary to reflect the new duties. The changes in duties must be significant, must involve a documented change in job description, and must be of a nature that customarily involves a change in salary. All such changes in duties and accompanying salary changes require approval of the Office of Academic Affairs and, in most cases, the President and Board of Trustees. Employees who step down from such appointments normally receive reductions in salary to reflect the change, even in cases where the employees permanently retain some of the original increase. Any proposal for a salary increase of this type must document how this reduction will occur.

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<sup>1</sup>See "Policy on off-cycle salary raises," September 2010 and 2011 ([http://www.uwyo.edu/acadaffairs/\\_files/docs/off-cycle\\_raises.pdf](http://www.uwyo.edu/acadaffairs/_files/docs/off-cycle_raises.pdf)).

<sup>2</sup>Federal Circular A-21 J10 ([http://www.whitehouse.gov/omb/circulars\\_a021\\_2004#j](http://www.whitehouse.gov/omb/circulars_a021_2004#j)) requires that salaries paid from federal sources be proportionate to and consistent with salaries paid by the institution. "These [salary] costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied."

- Temporary augmentations for additional job duties. All salary increases falling into this category are subject to the constraints in UW Regulation 4-2,<sup>3</sup> including approval of the Office of Academic Affairs. Increases of this type must have a documented ending date. Academic-year employees may continue to earn summer pay according to UW Regulation 4-2.
- Changes in FTE. Employees who receive new assignments of FTE (for example, an increase from half-time to full-time employment) may receive proportional salary increases. All changes from fiscal-year to academic-year appointments are subject to the conversion rate prescribed in UW Regulation 4-173.<sup>4</sup>
- Awards. Academic employees remain eligible for one-time monetary awards recognizing merit through established programs, such as the George Duke Humphrey Award, Ellbogen teaching awards, Seibold sabbatical leave support, college-level awards for teaching, research, and service, and similar awards. These one-time awards are not additions to the base rate of pay and are not subject to UW's regulations governing salary increases.

These rules apply to tenured and tenure-track faculty members; extended-term and extended term-track academic professionals; faculty members and academic professionals (including postdocs) who have temporary or visiting appointments; clinical faculty members; employees of "soft money" operations such as WYSAC, WIND, and others; employees of the School of Energy Resources and all of its units;<sup>5</sup> employees paid from UW's Medical Education budget, and academic employees who hold administrative positions such as department heads, directors, deans, and vice presidents. Administrators must postpone prior agreements with individuals about future merit-based salary increases predicated on the existence of raise pools.

**Funding sources.** In the absence of legislatively appropriated funds to support salary raises, there is no central source of funding for salary raises except for reallocation of existing funds. The following guidelines may be useful to administrators who wish to propose salary increases to some employees based on one or more of the grounds listed above.

- For raises associated with promotions in academic rank to tenured and tenure-track faculty members and to extended-term and extended term-track lecturers and research scientists, the Office of Academic Affairs will tap the pool of salary dollars captured through central position management, as in the past two years. Deans or directors who wish to increase the FTE of employees in these categories or who have raise-eligible employees funded through tuition differentials should discuss funding with the Office of Academic Affairs.
- For raises associated with promotions in rank for other academic employees (such as clinical faculty members, extension educators, and temporary or visiting faculty members and academic professionals), responsibility for funding raises falls to the appointing authorities' units. There is no central source for raises of this type.
- For raises associated with major changes in duties, or temporary augmentations of duties, the appointing authorities are responsible for funding salary increases from their own budgets.

**More general impacts.** The absence of a legislative appropriation for salary raises is frustrating for highly deserving employees. It also imposes obstacles and constraints that hinder many important academic goals, by placing pressure on the budgets for academic positions and reducing the latitude to fix problems and promote new initiatives. Nevertheless, UW must continue to advance in academic stature by refining and pursuing its strategic plans and by recruiting and retaining the best people we can. We intend to make the best possible case for raises at every opportunity, not only by presenting market analyses but also by making it clear to state officials that there is no better place to invest state funds than the University of Wyoming.

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<sup>3</sup> See [http://www.uwyo.edu/generalcounsel/\\_files/docs/uw-reg-4-2.pdf](http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-4-2.pdf).

<sup>4</sup> See [http://www.uwyo.edu/generalcounsel/\\_files/docs/uw-reg-5-173.pdf](http://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-5-173.pdf).

<sup>5</sup> The Enhanced Oil Recovery Institute and the Carbon Management Institute are among these units.