

Process for Determining 2018 UW Salary Increases

At their June, 2018 meeting, the Board of Trustees approved a 3% pool for salary increases; the pool of dollars is \$5.5 million, including benefits. Eligibility for salary increases is outlined in the [Annual Salary Distribution Policy](#) SAPP. The Trustees approved a 60% market and 40% merit distribution of the pool, with an effective date of August 1, 2018.

In order to address individual questions about increases, we are providing the following detailed information.

Market Determination for University Staff:

1. The Staff Salary Matrix was reviewed and revised. (The last revision to the Salary Matrix was in 2009.)
2. The salaries of all university staff below the new matrix minimum were raised to the new minimum.
3. The Standard Occupational Classification (SOC) code is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. The average market rate for most UW staff positions was determined by comparing UW position title and SOC code to other similar positions identified in the Economic Research Institute (ERI) database for Wyoming.
4. For some positions ERI data was unavailable or incomplete. In that event other resources were used, including Employers Council (formerly Mountain States Employers Council) salary data.
5. For some other staff positions, recruitment typically targets candidates beyond our local and regional areas. For those positions the average market salaries were determined by extracting the data from the College and University Personnel Association (CUPA) data of our 11 peer institutions or 20 peer plus stretch peer institutions.

Market Determination for At-Will University Administrators:

1. Average market salaries for UW at-will administrative staff were determined by comparing position descriptions and establishing CUPA codes in the CUPA databases for similar administrative and professional positions.
2. The data from our CUPA Peer 11 group was used unless the data was incomplete, at which point the data from our 20 Peers and Stretch Peers was used.
3. In the rare event that CUPA data as outlined above was unavailable, the CUPA pool was expanded to include data from public doctoral institutions and, where applicable, Land Grant institutions.

Market Determination for Faculty and Academic Professionals:

1. Average market salaries for faculty and academic professionals were determined by using the six digit Classification of Instructional Programs (CIP) codes. The CIP is the accepted federal government statistical standard on instructional program classifications. It is used in a variety of education information surveys and databases, including both the CUPA Faculty Salary Survey and the Oklahoma State Faculty Salary Survey for Public and Land Grant Universities (OSU survey).

2. The data from our CUPA Peer 11 group was used unless the data was incomplete, at which point the data from our 20 Peers and Stretch Peers was used. Other CUPA data was used in discipline-specific cases.
3. In the event that CUPA data as outlined above was unavailable, OSU data was used.
4. If an appropriate OSU category in the discipline did not exist, salary information from other discipline specific comparators including, but not limited to, national professional organizations, government agencies, and other peer institutions was used.

Market Determination for Athletic Employees:

1. Average market salaries for athletic employees was based on the average of Mountain West Conference institutions.
2. If there were no comparable salaries, then additional salary information was gathered from the average of CUPA stretch peers, the average of Group of 5 Conference Institutions (American Athletic Conference, Conference USA, Mid American Conference, or the Sun Belt Conference).
3. If there were no comparable salaries in these groups, then additional regional salary surveys were used, including ERI, and EduComp.

Overall Market Distribution:

The overall goal of the market distribution exercise was to bring all university staff and faculty salaries up to the average market salary of their comparator market groups. The understanding was that the available dollars could not accomplish this goal in one year of salary increases. However, the funds available allowed UW to bring all salaries to approximately 86.6% of the average data. Those staff and faculty whose salaries were above 86.6% of average did not receive a market adjustment this year.

Merit Distribution:

President Nichols directed that all University employees receive annual evaluations for the 2017 calendar year. Salary increases were awarded for performance which met expectations, exceeded expectations, or was considered outstanding. For University Staff and At-Will Administrators raises were based on a 5 point scale that meant a score of 3.0-3.49 yielded a satisfactory performance raise, 3.50-4.49 yielded an Exceeds Expectations merit raise, and 4.50-5.0 yielded an Outstanding merit raise. Employees who did not receive an evaluation, or whose evaluation was below meeting expectations were not eligible for salary increases. The determination of faculty merit increases was based on a variety of academic-related factors as determined by Academic Affairs and submitted by the departments.

The pool for merit increases was small, so the three levels of raises from this pool range from 1.0%, to 1.256% and 1.56%.