

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: 3 April 2008
Copies: Thomas Buchanan, Phill Harris, Rollin Abernethy, Ed Oleske, Larry Hubbell, William Gern, Carol Frost, Kimberly Reichert

This memo outlines aspects of this year's salary raises for academic personnel, including professors, archivist and library faculty, and academic professionals. There are two major aspects: (1) the general raise funded by the 2008 legislature and (2) pools reserved at administrative levels. The academic raise monies are divided between the merit raise pool, the mandatory raises, and the VPAA pool in the following way:

General academic raise pool	\$2,297,421
Mandatory promotion raises	(\$322,260)
10% VPAA pool	(\$197,516)
Amount for distribution at college level	\$1,777,645

The Budget Office set aside funds for the President's reserve pool and GA stipend increases before calculating these numbers.

All increases will appear in the employees' July 2008 paychecks.

1. General raise

The general academic raise averages 3.665% after deducting the President's reserve pool. The percent raise at the college level, after reserving funds for the mandatory promotion raises and the 10% VPAA pool, is 2.836%. (Please remember that all of the money originally allocated for raises, whether administered at the college level or distributed from the pools reserved by the President or VPAA, will end up in salary increases. The reserved pools do not reduce the average raises at UW).

- **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, 2007, 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 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, 2008, 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:

April 2, 2008	Raise information and instructions will be sent to deans and directors by the Budget Office. The Budget Prep system is open.
April 2, 2008	Academic Affairs will distribute spreadsheets with information on academic salary levels, ranks, gender, ethnicity, service date and appointment type, by department.
April 16, 2008	Nominations for employee-specific raise amounts and nominations for funding from the VPAA pool and the President's pool (see below) will be due in the Office of Academic Affairs. The requests and justifications should be entered in the spreadsheets distributed to the colleges.
April 18, 2008	President's pool requests will be given to the President
April 28, 2008	Academic Affairs will provide draft allocations to deans and directors, for immediate feedback and proposed corrections.
April 30, 2008	Feedback and proposed corrections will be due in Academic Affairs.
May 2, 2008	Academic Affairs will provide final allocations to deans and directors, including allocations from the VPAA pool and President's pools.
May 7, 2008	The Budget Prep system will close.
July 31, 2008	Raises will appear in employees' paychecks.

4. Pools reserved at administrative levels

- **President's pools.** The President has reserved 10% from the general raise pools. The numbers tabulated on the first page of this memo are those that result after subtracting this reserve. . All nominations for the President's pool must be channeled through the VPAA, who will forward the requests 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 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.

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.

5. Format for requests from the VPAA and President's pools

- Requests must be submitted on one Excel workbook (Excel 97-2003) according to the format 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.