MEMORANDUM

TO: Deans, Directors, Department Heads/Chairs, Administrators, Managers and Supervisors

FROM: Sabah Randhawa, Provost and Executive Vice President
       David Blake, Assistant Vice President of Human Resources

SUBJECT: Faculty Salary Increase Guidelines and Process; FY 2015-16

This memorandum provides information regarding the FY 2015-16 university-wide fully satisfactory salary increase process for professorial and fixed-term faculty.

The program allows for a 3 percent increase for eligible faculty, effective January 1, 2016. We expect that another 3 percent salary pool will be available January 1, 2017. We are still working out the details of this program, but the focus will be on merit.

The annual salary base for each employee listed on the worksheet has been included in a calculation to approximate the total increase dollars targeted for distribution. These amounts reflect 3 percent of the combined total annual salary base for eligible employees as of November 2, 2015.

Funding for the increases will be provided by central administration for eligible positions supported by most Education and General (E&G) funds. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by Statewide Public Services (SWPS), grants, contracts, gifts, auxiliary revenue and other funds from existing budget.

SALARY INCREASE AMOUNTS, EFFECTIVE DATES AND ELIGIBILITY CRITERIA

- Employees with fully satisfactory performance or better will receive a 3 percent salary increase in their base annual salary rate effective January 1, 2016 for 12-month faculty, and February 1, 2016 for 9-month faculty.

- Fully satisfactory increase dollars that are not allocated to eligible employees may not be allocated to ineligible employees.

- Academic, research, and professional faculty members who have performed at fully satisfactory level or better are eligible for the salary increase consideration if the faculty member was hired into their current position prior to January 1, 2015, and works half-time or greater.

- Graduate assistants, post-doctoral scholars and clinical fellows are not eligible.
GUIDELINES APPLICABLE TO ALL SALARY INCREASES

- Please carefully review these guidelines in preparation of receipt of your worksheets. Worksheets and instructions will be distributed on November 6, 2015, by your business center human resources unit to your designated key representative for completion and submission to the business center human resources unit no later than November 20, 2015.

- Deans, Vice Presidents and Vice Provosts are asked to communicate to their employees the college/division specific procedures and criteria that will be used to arrive at the fully satisfactory decisions, and to encourage discussions of the process in the departments and units.

- Deans, Vice Presidents and Vice Provosts are required to sign all salary worksheets within their line of authority indicating their concurrence of their administrator’s recommended requests for the meritorious increases. Delegating signature authority to another member of their staff is not permitted in this process.

- Faculty members who received a promotional increase during the 2015-2016 promotion and tenure review process are eligible for increases based on their salary as of November 1, 2015.

- Departments/units are asked to coordinate the increase process with other departments/units when employees have multiple jobs, their Banner Time Sheet Org and Home Org are not the same, or the employee is listed on another worksheet grouped by “direct reports” to a senior administrator, or an employee has a 1.00 FTE position, with one position number, but funding sources are provided by two different PIs or supervisors. If you have questions, please contact your business center human resource representative.

A Note Regarding Off-Cycle Increases

Salary increase worksheets will only include positions that meet the eligibility criteria as defined in this memorandum. Salary increases for positions not otherwise eligible through this salary adjustment program may be administered, but funding for these increases will not be provided by central administration. If you wish to provide a pay adjustment for these employees, please contact your business center human resources representative to request assistance in submitting the appropriate paperwork.

ANTICIPATED PROCESS TIMELINE FOR MERIT INCREASES

November 6  Salary worksheets and instructions distributed to department/unit key representatives by business center human resource personnel

November 20  Salary worksheets due to business center human resources from department/unit key representatives

November 24  Academic Affairs and Office of Human Resources begin worksheet review, assessment of application of guidelines by individual departments/units, and Banner data reconciliation process
December 14  Office of Human Resources begins reporting to department/unit key representatives the approval of increase recommendations. Departments and units may send out salary increase letters to employees after this notification process is completed between the OHR and the department/unit key representative.

January 1  Salary increase effective date for 12-month employees

January 29  Payday – salary increases reflected in paychecks for 12-month employees

February 1  Salary increase effective date for 9-month employees

February 29  Payday – salary increases reflected in paychecks for 9-month employees

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Please distribute this information as you feel is appropriate. Should you have questions, please do not hesitate to contact the individuals listed below.

**QUESTIONS?**

- Edith Birky, Academic Human Resources Officer, at edith.birky@oregonstate.edu or 7-0736
- Terri Cook, Budget Development and Reporting Manager, at terri.cook@oregonstate.edu or 7-3167
- David Blake, Assistant Vice President, at david.blake@oregonstate.edu or 7-0551