



Provost and Executive Vice President

Oregon State University, 624 Kerr Administration Building, Corvallis, Oregon 97331-2153

Phone 541-737-2111 | Fax 541-737-3033 | <http://oregonstate.edu> | osu.provost@oregonstate.edu

2 November, 2016

MEMORANDUM

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

FROM: Susan Capalbo, Senior Vice Provost for Academic Affairs
Donna Chastain, Director and Interim Chief Human Resources Officer

SUBJECT: Faculty Salary Increase Guidelines and Process; FY 2016-17

This memorandum provides information regarding the FY 2016-17 university-wide meritorious salary increase process for professorial and fixed-term faculty. This salary increase is part of salary administration plans announced last fiscal year when a university-wide fully satisfactory salary increase of 3 percent was awarded to all eligible professorial and fixed-term faculty, effective January 1, 2016.

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, 2016.

Funding for the increases is to be supported by appropriate funds managed by the units. Some additional budget will be provided by central administration for eligible positions supported by Education and General (E&G) funds. The specific budget increment will be based on the percentage of a unit's base budget, OSU target programs, INTO tuition and ICR amounts relative to total budget. It is the responsibility of the recommending department/unit to identify and cover funding for positions supported by OSU Cascades, 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 meritorious performance may receive up to 6 percent salary increase in their base annual salary rate effective January 1, 2017, for 12-month faculty and February 1, 2017 for 9-month faculty.
- Meritorious 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 a fully satisfactory level or better and *have a written evaluation on file* are eligible for merit increase consideration if the faculty member was hired into their current position prior to January 1, 2016, 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 14, 2016, 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 28, 2016.
- 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 meritorious decisions, and to encourage discussions of the process in the departments and units.
- Meritorious increases are not to be allocated across the board. The increase granted should reflect an employee's level of performance and contributions. While increases up to 6% are allowed, the minimum increase for meritorious service should be 1%. Administrators are asked to be mindful of the distribution of discretionary meritorious increases between academic, research and professional faculty members, keeping in mind the performance of individual employees in these groups and the total base salary base for each group.
- 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 2016-2017 promotion and tenure review process are eligible for increases based on their salary as of November 2, 2016.
- 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. Meritorious salary increases for positions not otherwise eligible can be made at any time. 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 14 Salary worksheets and instructions distributed to department/unit key representatives by business center human resource personnel
- November 28 Salary worksheets due to business center human resources from department/unit key representatives
- December 1 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 19 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 31 Payday – salary increases reflected in paychecks for 12-month employees
- February 1 Salary increase effective date for 9-month employees
- February 28 Payday – salary increases reflected in paychecks for 9-month employees

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, Office of Human Resources, at edith.birky@oregonstate.edu or 7-0736
- Terri Cook, Office of Budget and Fiscal Planning, at terri.cook@oregonstate.edu or 7-3167
- Cindy Alexis, Office of Budget and Fiscal Planning, at cindy.alexis@oregonstate.edu or 7-0903
- Donna Chastain, Office of Human Resources, at donna.chastain@oregonstate.edu or 7-2806