FY23 Faculty Salary Increase Program

OSU HR/PAYROLL LIAISON FORUM

APRIL 8, 2022
Eligibility Criteria

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Not Eligible</th>
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<td>• Individual held an academic faculty or professional faculty appointment at any FTE at any time during FY22; and</td>
<td>• Individual starts a new academic or professional faculty position beginning July 1, 2022 or later and has the opportunity to negotiate a new starting salary; or</td>
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<td>• Met or exceeded expectations in their last PROF or merit review; and</td>
<td>• Individual did not hold an active academic or professional faculty position in FY22</td>
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<td>• Remains in an active academic faculty or professional faculty appointment as of May 2, 2022; or</td>
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<td>• Returns to the same academic faculty or professional faculty appointment during FY23.</td>
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Eligibility Example: Person Not Appointed in Spring 2023

Instructor teaches Winter 2022 + Not appointed for Spring 2023 + Returns to same position to teach in Winter 2023 = Eligible for increase
Eligibility Example: Person Changes Jobs

Person resigns academic or professional faculty position on or before June 30, 2022

+ 

Person accepts a **new** academic or professional faculty position starting July 1, 2022 or later

= 

Not eligible for increase on new position
Evaluation Examples: No Recent Review

- Employee did not meet expectations for AY or FY23
- Supervisor did not complete an evaluation/appraisal

Employee is eligible for increase

- Employee is participating in a performance improvement plan
- Employee expectations met on most recent evaluation/appraisal

Employee is eligible for increase
Faculty Salary Increase Details

Eligible employees will receive a 2% salary increase in their base annual salary rate effective July 1, 2022 for those on a 12-month appointment and September 16, 2022 for those on a 9-month appointment.

All eligible employees must receive at least a 2% salary increase irrespective of funding source.

An additional 1.5% salary pool may be allocated to eligible employees to reward meritorious performance.

The maximum increase an employee may receive is 7% (full satisfactory salary increase plus a merit increase of up to 5%).

An otherwise eligible employee who complied with the written requirements for the merit review process of their employing unit can’t be denied eligibility for a merit increase because the unit did not complete the merit review or PROF process.

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

May be separate/distinct program for Athletics; stay tuned
How We Think About Meritorious Service

- Person is eligible for FY23 Faculty Salary Increase Program
  - Person’s performance consistently met expectations
    - 2% satisfactory increase
  - Person’s performance exceeded expectations
    - 2% satisfactory increase
    - Additional increase of up to 5% out of the limited pool
Multiple Increases Example: Newly Promoted Academic Faculty

Academic faculty who achieve promotion effective 7/1/22 or 9/16/22 are eligible for the Faculty Salary Increase Program and cannot be denied an increase. Changes associated with the Faculty Salary Increase Program will be applied before any promotional increase.

Assume initial monthly pay rate is $5,000

9-month Instructor teaches Spring 2023

Eligible for FY23 Faculty Salary Increase Program

Successfully promotes to Senior Instructor I effective September 16, 2022

New monthly rate includes both increases

Base rate + at least 2% but no more than 7% salary increase = revised base

Example: $5,000 + 4% = $5,200

10% promotional increase on top of revised base

$5,200 + 10% = $5,720 new monthly rate effective September 16, 2022
Considerations for Supervisors: Merit Decisions

- Check in with unit leadership about merit distribution approach before making commitments.

- Limited funds available to reward meritorious service; be thoughtful about individuals’ contributions for this specific year compared to other people and in other years.

- Recall that employees who meet expectations and receive the 2% increase are successful.

- Don’t forget other means to show appreciation in addition to salary increases.

- Attend May workshops for decision-making support and June workshops for communication support.
FY2023 Faculty Salary Increase Program Timeline
Phase I: Preparation and Decision-Making

Week of April 11
- Faculty Salary Increase Program memo released to university leaders

April 18
- HRSPs reach out to confirm special groups (those not organized by timesheet org)

April 25
- Special groups due back to HRSPs

April 25
- Data snapshot to create faculty salary increase spreadsheets

May 2
- HRSPs release faculty salary increase spreadsheets to units

May 6
- Faculty salary increase spreadsheets due back to HRSPs

May 9 and 10
- “How to Calibrate Merit Increases” workshops by University Human Resources and the Office of Faculty Affairs

May 20
- “How to Communicate Merit Increases” workshops by University Human Resources and the Office of Faculty Affairs

June 29 and 30
- Series of audits, validation and other necessary data steps in UHR, Payroll and Budget offices

New this year!
FY2023 Faculty Salary Increase Program Timeline

Phase II: Implementation

July 1
- Effective date of increases for 12-month employees

~July 7
- Announcement of increases to affected employees

September 16
- Effective date for 9-month employees

July 6
- Most increases visible in Banner

July 29
- First payday with increased pay rates for 12-month employees

September 30
- First payday with increased pay rates for 9-month employees
Common Questions and Concerns

Can supervisors give all eligible employees the same percentage increase?

- Supervisors should consider the performance of each employee and apply merit increases to employees whose performance exceeded expectations.

Do I need to route for signatures?

- HRSPs will gather final signatures from Deans and unit heads. However, your unit, college or department may have its own internal processes for other reviews before completed spreadsheets are sent to HRSPs.

Can you unlock the spreadsheets so we can make changes?

- We must maintain consistency so the file upload is successful. Remember the spreadsheet is designed to record as many decisions as possible – not all of them. Talk with your HRSP about how to achieve your needs.

Can we get copies of the final approved spreadsheets?

- Yes! Let your HRSP know you’d like a copy.