



**Oregon State  
University**

Office of Faculty Affairs

MEMORANDUM

21 March 2023

TO: University Administrators and Supervisors

FROM: Richard Settersten, Vice Provost for Faculty Affairs  
Heather Horn, Associate Vice President and Chief Human Resources Officer

RE: Academic Faculty and Professional Faculty Salary Increase Program and Process for FY24

The university is pleased to acknowledge the many contributions of academic and professional faculty during this past year. This memorandum provides information on the FY24 Salary Increase Program for academic and professional faculty. Please distribute this memorandum as you believe appropriate per your practice.

**General Information**

The FY24 Salary Increase Program applies to academic faculty represented by the United Academics of Oregon State University (UAOSU), academic faculty not represented by UAOSU and all professional faculty. Units will record and submit salary increase recommendations through Excel worksheets distributed by University Human Resources. The distribution of these worksheets is scheduled during the first week in May. The salary increase pool available for each unit to distribute is calculated within the worksheets as 3% of the combined total annual salary base of eligible employees.

**Eligibility for the Program**

- The individual (1) held an academic faculty or professional faculty appointment at any FTE at any time during FY23; and (2) met or exceeded expectations in their last PROF or merit review; and (3) remains in an active academic faculty or professional faculty appointment as of May 2, 2023. All three conditions must be met.
- Academic faculty who achieve promotion effective July 1, 2023, or September 16, 2023, remain eligible for the FY24 Faculty Salary Increase Program and cannot be denied an increase.
- An otherwise eligible employee who complied with the written requirements for the merit review process of their employing unit will not be denied eligibility for a merit increase because the unit did not complete the merit review or PROF process. University guidelines for performance evaluations can be found in the Faculty handbook at <https://facultyaffairs.oregonstate.edu/faculty-handbook>.

**FY24 Increase Program Amounts**

- Eligible employees will receive a 2% merit salary increase in their base annual salary rate effective July 1, 2023, 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.
- The remainder of the salary pool may be allocated to eligible employees to reward especially high performance.
- The maximum increase an employee may receive — including 2% for meeting expectations plus any increase for especially high performance — is 6%.
- Salary increases that are not allocated to eligible employees may not be allocated to ineligible employees.

### **Guidelines for Awarding Increases for Especially High Performance**

- Deans, vice presidents and vice provosts should communicate to their employees what are the college/division or unit specific procedures and criteria that will be used to arrive at merit decisions, and encourage discussions of the process in within the college, department and unit.
- Merit increases should not be allocated across the board and should consider each employee's contributions and achievements specific to FY23.
- Administrators are asked to be mindful of the distribution of discretionary merit increases between academic, research and professional faculty members, keeping in mind the total salary base for each group.

### **Off-Cycle Increases**

In order to ensure accuracy in the implementation of the salary increase program and confirm employees are paid the correct salary on their first paycheck of FY24, we will pause the processing of any off-cycle increases for faculty beginning May 1, 2023, until the merit increases are loaded into Banner on approximately July 6, 2023. Once the merit increases are completed, any off-cycle requests will be processed retroactively and the merit will be adjusted based on any changes to the base salary. If there is a critical need for an off-cycle increase to be entered during this period (i.e., to facilitate retention of a given employee), then the increase will be processed and notated so that the merit is adjusted immediately after the Banner load.

### **FY24 Salary Increase Program Funding**

Units are responsible for managing the increases within the appropriate funds that support the positions. For service, support and management positions supported by Education and General (E&G) funds, incremental funding will be provided as part of the continuing service level (CSL) within base budgets. It is the responsibility of the recommending college, department or unit to identify and cover funding from existing budget for those positions supported by OSU-Cascades, Statewide Public Services (SWPS), grants, contracts, gifts, auxiliary revenue and other funds. No increases for fully satisfactory work may be denied based on funding source.

### **FY24 Salary Increase Process**

Excel worksheets and specific instructions will be distributed by your HR Strategic Partner (HRSP) to your designated college, department or unit representative by **May 5, 2023**. To meet the operational needs for timely and accurate processing, spreadsheets should be returned to your HRSP no later than **May 19, 2023**.

Worksheets will list the population that should be eligible for the FY24 Salary Increase Program based on HR records current at the time of the data extraction. If you believe there is an employee within your unit who is eligible for the program but not listed on your worksheet, first double-check the eligibility standards and then contact your HRSP for guidance.

College, departments or units should coordinate the increase process with other college, departments or units when:

- Employees have multiple jobs; or
- An employee's Time Sheet Organization and Home Organization 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 1.0 FTE position with one position number, but funding sources are provided by two or more different PIs or supervisors.

Deans, vice presidents and vice provosts are required to sign all salary worksheets within their line of authority indicating their concurrence of their administrators' recommended requests for the meritorious increases. Delegating signature authority to another member of their staff is not permitted in this process.

### **Process Timeline**

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| May 5          | Salary worksheets and instructions distributed to designated college, department or unit representative(s) by HR Strategic Partners. Colleges, departments and units may decide to further distribute information within their organization per their practice. |
| May 8 and 9    | "How to Calibrate Merit Increases" workshops by University Human Resources and the Office of Faculty Affairs  |
| May 19         | Salary worksheets due to HRSP from designated college/unit representatives.   |
| June 1         | Office of Faculty Affairs and University Human Resources begin worksheet review, assessment of application of eligibility guidelines by individual departments/units, and Banner data reconciliation process.   |
| June 28 and 29 | "How to Communicate Merit Increases" workshops by University Human Resources and the Office of Faculty Affairs  |
| July 28        | Pay day; salary increases for 12-month appointments reflected in paychecks.   |
| September 29   | Pay day; salary increases for 9-month appointments reflected in paychecks.  |

### **Questions**

Should you have any questions, please contact:

For budget-related questions:

Sherman Bloomer, Associate Vice President for Budget and Resource Planning  
[Sherman.Bloomer@oregonstate.edu](mailto:Sherman.Bloomer@oregonstate.edu)

For eligibility-related questions:

The unit [HR Strategic Partner \(HRSP\)](#)

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