



November 9, 2018

**MEMORANDUM**

**TO:** University Administrators and Supervisors

**FROM:** Susan Capalbo, Senior Vice Provost for Faculty Affairs  
Cathy Hasenpflug, Chief Human Resources Officer

**RE:** Faculty Salary Increase Guidelines and Process for FY 2018-19

This memorandum provides information regarding the university-wide salary increase process for professorial and fixed-term faculty.

The annual salary base for each employee listed on the worksheets that will be provided includes a calculation to approximate the total dollars targeted for distribution. These amounts reflect 3 percent of the combined total annual salary base for eligible employees as of November 19, 2018.

Employees with fully satisfactory performance will receive an increase of 1.8 percent and an additional merit increase may be allocated to eligible employees based on performance, compression and equity considerations. The maximum increase an employee may receive is 6 percent (increase for fully satisfactory performance plus additional merit increase).

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 targeted programs, INTO tuition and ICR amounts relative to total budget. It is the responsibility of the recommending department/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.

**Salary Increase Amounts, Effective Dates and Eligibility Criteria**

- Academic, research, and professional faculty members who have performed at a fully satisfactory level or better and have received an evaluation within university guidelines are eligible for salary increase consideration if the faculty member was hired into their current position prior to January 1, 2018, and works half time or greater. *University guidelines for performance evaluations can be found in the Faculty handbook at:*  
<http://academicaffairs.oregonstate.edu/faculty-handbook>
- Professorial and fixed-term faculty with fully satisfactory performance will receive a 1.8 percent salary increase in their base annual salary rate effective January 1, 2019 for 12-month faculty and February 1, 2019 for 9-month faculty.

- An additional merit increase may be allocated to eligible employees based on performance, compression and equity considerations. The maximum increase an employee may receive is 6 percent (full satisfactory salary increase plus any merit increase).
- Fully satisfactory and merit increase dollars that are not allocated to eligible employees may not be allocated to ineligible employees.
- Graduate assistants, post-doctoral scholars and clinical fellows are not eligible for this salary increase program.

### **Guidelines Applicable to All Salary Increases**

Worksheets and instructions will be distributed by your human resources partnership manager in the business center to your designated key representative for completion and submission to the business center human resources unit no later than December 7, 2018.

- Deans, Vice Presidents and Vice Provosts should communicate to their employees the college/division specific procedures and criteria that will be used to arrive at merit decisions, and to encourage discussions of the process in the departments and units.
- Merit increases are not to be allocated across the board. The increase granted should take into consideration an employee's level of performance and contributions made to the success of the unit, compression, and/or equity. While increases of up to a maximum of 6 percent are allowed, the increase for fully satisfactory performance is 1.8 percent. Administrators are asked to be mindful of the distribution of discretionary merit increases between academic, research and professional faculty members, keeping in mind the performance, compression, and equity 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 2017-2018 promotion and tenure review process are eligible for increases based on their salary as of November 19, 2018.
- 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 human resources partnership manager in the business center.

### **Off-Cycle Salary 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 human resources partnership manager in the business center to request assistance in submitting the appropriate paperwork.

## Anticipated Process Timeline for 2019 Salary Increases 2018

### Dates

- November 21 Salary worksheets and instructions distributed to department/unit key representatives by human resources team in the business center
- December 7 Salary worksheets due to human resources in the business center from department/unit key representatives
- December 14 Offices of Faculty Affairs and Human Resources begin worksheet review, assessment of application of guidelines by individual departments/units, and Banner data reconciliation process
- December 21 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 between the OHR and the department/unit key representative is completed.

### 2019 Effective Dates

- 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

### Questions?

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

Edith Birky, Office of Human Resources, at [edith.birky@oregonstate.edu](mailto:edith.birky@oregonstate.edu) or 7-0736

Nicole Real, Office of Budget and Fiscal Planning, at [nicole.real@oregonstate.edu](mailto:nicole.real@oregonstate.edu) or 7-3404

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