June 15, 2020

MEMORANDUM

TO: University Administrators and Supervisors

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

RE: Academic Faculty Salary Increase Guidelines and Process for FY20
    Note important deadlines below

This memorandum provides information regarding the FY20 university-wide salary increase program for academic faculty represented by the United Academics of Oregon State University (UAOSU). As a reminder, this population was not included in the original FY20 increases as the Union and the University were in ongoing negotiations regarding compensation. As part of the fully executed agreement, the FY20 increases for our UAOSU faculty need to be included in July 31 paychecks which in turn necessitates the tight timelines noted below.

We recognize that this is a short turnaround timeframe and, for that, we apologize. Unfortunately, the timeframe of the fully executed contract is very closely aligned with the year-end responsibilities including renewals and COVID-19 planning. We sincerely appreciate your assistance with this process.

Worksheets and instructions will be distributed by University Human Resources to your designated key representative today, June 15, 2020. To meet the terms of the collective bargaining agreement, which is scheduled to be fully executed by the end of today, we need for the spreadsheets to be returned to University Human Resources no later than June 22, 2020.

Please note: Eligible professional faculty and eligible academic faculty not represented by UAOSU participated in an earlier FY20 Salary Increase Program, and are not included in this program.

FY20 Increase Program Eligibility

- Individual held a position represented by UAOSU on January 1, 2020 (12-month employees) or February 1, 2020 (9-month employees); and
- Held an appointment at OSU during the 2018-19 academic year; and
- Met or exceeded expectations in their last PROF or merit review; and
- Remain in an active appointment as of June 12, 2020.

There are no FTE limits on eligibility. An employee may remain eligible whether or not they remain in a position represented by UAOSU. For instance, there is a small population of employees who were excluded from the merit increase program in the January/February timeframe because they
held a UAOSU represented position. However, since that time, the employee is now serving in a supervisory role, which makes their position excluded from UAOSU representation. In this scenario, these employees will be eligible if their performance met or exceeded expectations. If you believe there is a person employed within your unit that may fall into this category, but they are not listed on your spreadsheet, contact us.

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](https://facultyaffairs.oregonstate.edu/faculty-handbook).

Units will record and submit salary increase recommendations through Excel worksheets that include all eligible faculty distributed by University Human Resources. The salary increase pool available for each unit to distribute is calculated within the worksheets as 3 percent of the combined total annual salary base of eligible employees.

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 OSU 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**

- Eligible employees will receive a retroactive 1.8 percent salary increase in their base annual salary rate effective January 1, 2020 for 12-month faculty and February 1, 2020 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.

**Guidelines Applicable to All Salary Increases**

- 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 encourage discussions of the process in the departments and units.

- Merit increases should not be allocated across the board, and 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 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 administrators’ 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 2018-2019 promotion and tenure review process are eligible for increases based on their salary as of November 4, 2019.

- 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 HRSP.

**Process Timeline**

- **June 15** Salary worksheets and instructions distributed to department/unit key representatives by human resources contacts.

- **June 22** Salary worksheets due to human resources contacts from department/unit key representatives.

- **June 23** Offices of Faculty Affairs and University Human Resources begin worksheet review, assessment of application of guidelines by individual departments/units, and Banner data reconciliation process.

- **June 30** University Human Resources will notify the individual of the percentage increase expected to the bargaining unit member.

- **July 31** Payday; salary increases and retroactive pay reflected in paychecks.

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

- **Edith Birky**
  University Human Resources, at edith.birky@oregonstate.edu or 7-0736

- **Nicole Real**
  Office of Budget and Resource Planning, at nicole.real@oregonstate.edu or 7-3404

- **Cindy Alexis**
  University Budget and Resource Planning, at cindy.alexis@oregonstate.edu or 7-0903

- **Tracey Yee**
  University Human Resources, at tracey.yee@oregonstate.edu or 7-5426

- **Heather Horn**
  Faculty Affairs/University Human Resources, at heather.horn@oregonstate.edu or 7-7414