FACULTY SALARIES

PREAMBLE: This section describes the procedures used to determine faculty salaries—excluding salaries for summer session, salaries for other teaching activities not covered by the basic appointment, and additional compensation for administrative appointments. Cf. RGP II.G.

NOTE: It is the Regents’ policy to define “faculty” for purposes of salary and other reporting purposes as follows: “Faculty” includes all persons whose specific assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold the academic rank/titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. This category also includes deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Not included are teaching or research assistants or medical interns or residents. The material in this section was all an original part of the 1979 Handbook. Revisions since that time have varied from major (2002) to minor (1988): with regard to subsection B-2 it is worth noting that the caveat that UI’s salary adjustment guidelines are constrained by legislative and regents’ actions was added in June 1988, while F-1 was modified slightly at the same time so as to clarify the regents’ intentions concerning payments for work done above and beyond regular duties. In 2009 it was discovered that language in 3320 A-2 d was identical to B-1 through B-6 of this policy. Thus, FSH 3320 A-2 f was removed and FSH 3320 A-2 g became B-7 in this policy. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-02, rev. 7-09]

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A. FACULTY SALARY Market Compensation, ADJUSTMENT GUIDELINES.

NOTE: When the faculty established these guidelines in the late 1960’s, it intended that the salary adjustment process (see 3420) be implemented using these principles or guidelines within constraints that may be imposed by the legislature or the regents. [ed. 7-02]

A-1. SALARY ADJUSTMENTS. Salaries shall be determined with reference to nationally validated market salary rates, pursuant to a model developed in consultation with the faculty and shall be communicated annually.

B. Performance Compensation. If funds are available for performance increases, the following process shall be followed for determining compensation for performance:

B-1. Basis: Performance increases shall be based on the performance of responsibilities in the faculty member’s position description. Faculty members must meet expectations in all areas of responsibility. Excellence in any category of responsibility can be the basis for a performance increase.

B-2. Recommendations: The relative number of faculty within units in a college shall be considered in determining the number of recommendations for each unit if the number of such recommendations is limited.

B-3. Unit Administrator’s Report: The unit administrator shall write a report to the dean recommending faculty for performance increases.

a) The report shall briefly state the reasons for each recommendation and prioritize the recommendations.
b) The recommendations shall be closely related to and supported by annual performance evaluations.
c) The unit administrator may recommend how funds should be distributed.

Commented [AT1]: There are references to this policy in FSH 3120 and FSH 4250 that need to be addressed.

FSH 3120 I believe the reference to 3420 can simply be removed, or at least the E-4 as that no longer applies. However, it might be good for Provost Office to look into whether this policy is up-to-date. Summer Session used to have a formula (prorated piece) that resided in 3420E-4 (reference as noted) but that went away a long time ago. There may be another place that summer salary resides that could be referenced but not sure perhaps provost, HR or payroll website.

FSH 4250 is similar to above, seems out of date and the specific reference to E,D,F-1 no longer apply with these changes to 3420. Perhaps there is another place that speaks specifically to continuing ed etc.
B-4. **College Administrative Consultation:** The dean shall confer with the unit administrators and other relevant faculty administrators regarding how to best allocate performance increases within the college to advance the strategic objectives of the units, college and university.

B-5. **College Recommendation:** Based on the unit administrators’ reports and the college administrative consultation, the dean shall recommend performance increases to the provost.

B-6. **Future Performance:** Unit administrators and deans shall meet with any faculty member who wants to discuss their salary to encourage conversation about future performance.

Factors to be considered in recommending salary adjustments are:

a. **Cost of Living.** First consideration is given to cost of living adjustments for all faculty members. This adjustment should be a uniform percentage of the salary of each faculty member at a given salary level, but need not be the same percentage at all salary levels.

b. **Promotions, Inequities, and Special Situations.** Second consideration is given to: (a) adjustment of inequities, and (b) providing for special situations.

c. **Incentive.** Third consideration is given to providing an increment in addition to the authorized cost-of-living adjustment, as an encouragement to those whose service has been sufficiently deserving. Unit administrators and deans, in consultation with their faculties, may establish criteria for this level of salary increase and may establish two subcategories within it. [ed. 7-09]

d. **Outstanding Performance.** Final consideration is given to rewarding those whose performance is recognized by virtually all observers as exceptional. Subject to budgetary constraints and applicable presidential directives, unit administrators and deans may determine the size of such increments. [ed. 7-09]

A-2. **SALARY MODEL.** Each year the budget office issues Salary Guidelines, which provide information on how to apply the University’s Salary Model given the fiscal issues relevant to the upcoming fiscal year. The Salary Model is maintained by the Institutional Research & Assessment and can be read at http://www.adihome.uidaho.edu/default.aspx?pid=99819 [ed. 7-09]

A-3. **CONSULTATION PROCEDURES.**

a. In matters of salary adjustments, the primary role of the Faculty Senate’s University Budget & Finance Committee is to participate in the determination of the total amount of money to be made available for these adjustments. In applying these guidelines, the provost should work closely with the Faculty Affairs Committee and Provost Council. [ed. 7-09]

b. The Faculty Senate is heavily involved in salary adjustment matters and expects that, when they are being considered by the Faculty Affairs Committee, the chair of that committee will keep the council informed of the committee’s recommendations so that the University Budget & Finance Committee may, in turn, be informed of the manner in which the guidelines are being applied. [ed. 7-09]

c. A faculty member who believes that his or her salary is not equitable may grieve the salary recommendation through the Faculty Appeals Hearing Board, 3140.

B-1. **Salary Determination.** This process is carried out at the unit and higher levels of academic administration. Each year the provost specifies the definitions of the salary-increment categories to be used and prescribes their proportionate distribution. A “Salary Recommendation” form is completed for each faculty member according to the schedule established by the provost. [See also 3380 E and 3420.] [ed. 7-09]

B-1. **Unit Action.** The unit administrator enters a recommended salary-increment category in the space provided on each salary form. This recommendation will reflect the performance evaluation described in A, relative salary position, and other relevant factors. Special considerations should be noted in the “Comments” section at the bottom of the form or by an accompanying written statement. The unit administrator will submit written justification if his or her
assignment of specified salary-increment categories departs substantially from the prescribed distribution. Such justifications are taken into consideration by the dean in arriving at an equitable college-wide distribution among the categories. The unit administrator forwards the salary form for each faculty member to the dean, together with a listing of all members of the unit. [ed. 7-09]

B-2. College Action. Deans, at their discretion, may require administrative officers under their jurisdiction to supplement their salary-increment recommendations by such means as copies of the evaluation forms, written statements, or personal conference. The dean enters a recommended salary-increment category in the space provided on each salary form. The dean’s distribution of faculty members among the salary categories is guided by the recommended proportions and takes into account possible differences in qualifications and merit among departments, e.g., it may be that the average members of an outstanding department are given consideration equal to that accorded the top members of an average department. When this stage has been completed, the dean meets individually with each unit administrator for review of the dean’s recommendations. The dean forwards the salary form for each faculty member to the provost. [ed. 7-09]

B-3. Presidential Action. Review and action by the provost consists primarily of making adjustments necessary to arrive at an equitable distribution of faculty members among salary-increment categories for UI as a whole. After a recommended salary-increment category has been established at the unit, college, and presidential levels, a copy is sent to the faculty member. The president determines, on the basis of funds available, the salary-increment range applicable to each category.

B-4. Budget Office Action. The Budget Office provides computer printouts showing current salary and tentative salary for the coming year and sends the appropriate list to each dean.

B-5. Review and Adjustment. The dean, in consultation with each unit administrator in the college, makes corrections and minor adjustments as necessary to place each faculty member on the proper salary basis within the department. The aggregate of final salary recommendations must fall within the total salary-increase budget established for the college. [ed. 7-09]

B-6. Final Approval. The provost, after consultation with the deans, approves the corrected lists. When they have been approved by the president and the regents, faculty members are officially notified of their salaries for the coming year and “Salary Agreement” forms [see 3080 E-2] are sent to them for completion.

B-7. Merit-based Salary Increases Not Funded. If, in any year or consecutive preceding years, funding is not provided for merit-based salary increases or funding is only provided for cost-of-living increases, the annual review reports will be retained at the unit level. At such time as merit-based salary increases are available, the recommendation for merit increases shall be based upon the average scores of the current period and any preceding consecutive periods for which merit-based funding was not provided. [7-09 moved from FSH 3220 A-2.4]