MEMORANDUM

DATE: June 4, 2018

TO: Deans and Directors

FROM: Jim Vigoreaux, Associate Provost for Faculty Affairs

RE: FY 2019 Salary Guidelines for Faculty

The quality and commitment of UVM’s faculty and staff are critical for maintaining excellence in instruction, research, and public service. Compensation remains a top priority of the University and will be a key element in UVM’s ability to recruit new personnel and to retain existing personnel.

UVM’s compensation philosophy is intended to support and advance the institution’s mission, goals, and values, and the university’s commitment to provide an exceptional educational experience to our students at a reasonable cost.

There are approximately 1685 faculty members employed by UVM. Approximately 850 of those are represented by the United Academics (UA) union in two separate collective bargaining units and are subject to the terms and conditions of negotiated agreements. The remaining faculty members are not represented and are in the Larner College of Medicine, or are excluded from representation for other reasons, typically as a result of holding an academic position as director, chair, or associate dean. For the purpose of these salary guidelines, the latter group (directors, chairs, associate deans and other faculty administrators previously designated as non-represented) are termed “faculty administrators.” Deans and other senior officials are not covered by these guidelines.

Determination of full-time bargaining unit status vs. faculty administrator status is based on the position an individual holds effective July 1, 2018. For example, a faculty member who is assuming the position of associate dean in FY 2019 is changing from union-represented to faculty administrator status, is subject to the faculty administrator section of these guidelines. In contrast, a faculty administrator member stepping down from a department chair position and returning to the faculty in FY 2019 is changing from faculty administrator to union-represented status, and is subject to the salary article of the UVM-UA Agreement for any FY 2019 increases.

DISTRIBUTION POLICY FOR FACULTY ADMINISTRATORS

Faculty administrators are not represented by UA; however, salary increases for this cohort of employees will track the negotiated increases for FY18 and FY19. For FY 2018, Faculty Administrators...
will receive a 2.5% increase and for FY 2019, they will receive a 3.0% increase (split 2.0% across the board and 1.0% as part of a performance pool). In the cases where two positions make up the full time equivalency (e.g. a chair at 0.65 FTE and faculty at 0.35 FTE) the percent increase will be applied to the total salary for both positions. Pay for FY 2018 will be retroactive to January 1, 2018.

DISTRIBUTION POLICY FOR UNFILLED POSITIONS AND UNASSIGNED SALARY DOLLARS

In some Support Centers, funds budgeted in unfilled faculty positions and as unassigned salaries will be increased for the FY19 budget by a cumulative 2.5% (for FY18) and 3.0% (for FY19) over the FY17 budget. The FY18 budgets will not be changed. All of these funds must be used for salary increases only and cannot be used to create new positions, to fund parts of existing positions, or to fund other budget categories. Budget funds that have previously been unallocated or become available through turnover or other changes may be incorporated into the funds available for salary increases.

Within Responsibility Centers, unfilled faculty lines for which a unit plans to recruit in FY 2019 should be budgeted based upon the figures provided in the multi-year salary plan files submitted to the budget office in March. Lines from which faculty members have stepped away to be an administrator should be increased 2.5% for FY 2018 and 3.0% on the FY 2018 salary for FY 2019. Funding of these salaries, similar to all Responsibility Center’s salaries, must come from its revenue stream.

DISTRIBUTION POLICY FOR LARNER COLLEGE OF MEDICINE FACULTY

The Larner College of Medicine may assign individual salary increments of 0% and above, given prior review and approval by the Associate Provost for Faculty Affairs of the overall annual compensation plan for the College and specific identification of any individual receiving an increase in excess of 9%.

Salary adjustments beyond this current policy will only be allowed for Research Scholar pathway faculty whose salaries come from restricted sources, and then only if plans for the mid-year increase accompany the FY 2019 budget submission. For non-represented faculty whose FY 2019 salary is contingent on the awarding of grant funds in the remainder of the fiscal year, an appropriate salary should be articulated in the plan independent of whether the grant funds are awarded. This salary recommendation should be forwarded to the Associate Provost for Faculty Affairs at the time of the revised budget submission. However, the budgeted/submitted salary should be based on resources actually available within the unit. Should grant funding become available during the remainder of the year, a salary adjustment to the recommended level could be made retroactive to the effective date of the grant.

SALARY INCREASES FOR NON-REPRESENTED FACULTY OTHER THAN LARNER COLLEGE OF MEDICINE

Salary increases for non-represented faculty other than those in the Larner College of Medicine (e.g. visiting faculty members and other faculty not represented by a bargaining unit) will follow the same guidelines provided above for faculty administrators, except that there are no prospective or retroactive increases for non-represented faculty paid by the credit hour.

SALARY INCREASES FOR UNION REPRESENTED FACULTY
Positions included in the part-time and full-time bargaining units are referenced in Article 1, Recognition of the respective collective bargaining agreements. For questions related to the non-represented or union status of a part-time or full-time faculty member or interpretation of the salary and compensation agreements, please contact your servicing Labor and Employee Relations Professional.

NOTE: UVM and UA ratified terms of the full-time faculty agreement as of May 29, 2018. The new collective bargaining agreement will be posted on UVM’s Faculty and Department Chair Resources page in the coming weeks.

It is important to note instances when a shift in a faculty member’s FTE, title, course assignments or length of term from one fiscal year to the next results in a change in bargaining unit status. Consequently, the unit status of such faculty members must be ascertained before determining which salary guidelines apply, or whether a base salary should be newly established as opposed to being incremented.

UNION-REPRESENTED PART-TIME FACULTY
We are in negotiations with UA regarding contract terms for the part-time faculty bargaining unit. Salary increases for part-time union represented faculty will be based on the results of those negotiations and the final approved collective bargaining agreement, once that agreement is in place. No raises will be allocated to individuals in this unit during the FY 2019 salary setting process.

UNION-REPRESENTED FULL-TIME FACULTY
Salary increases for full-time union-represented faculty will be based on the recently negotiated contract terms. For FY 2019, this group will receive 3.0% on their adjusted FY 2018 base salaries (split 2.0% across the board and 1.0% as part of a performance pool). Both years will follow the terms of the collective bargaining agreement for base salary calculations. As negotiated, pay for FY 2018 will be retroactive to January 1, 2018.

More detailed information regarding base salary increases and increases as a result of promotions, performance-based awards, and rank minimum salaries, is attached. Salary increases provided under Article 18.6 require advance approval by the Associate Provost for Faculty Affairs.

BUDGET IMPLICATIONS

Budget Managers within Responsibility Centers and Hybrid Centers have already incorporated their projections for salary increases, promotions, salary minima, and unfilled positions into their line-item budget for all the categories of employees listed above. Support Center budgets will be incremented for salary increases for full-time union represented faculty and non-represented faculty administrators according to the negotiated agreement.

INCENTIVE COMPENSATION POLICY

A reminder that while faculty members may be involved in student recruitment activities, Section 487 (a)(20) of the Higher Education Act (HEA) prohibits the University from providing incentive compensation to employees or third party entities for their success in securing student enrollments or the awarding of Title IV HEA program funds (federal financial aid). You can find more information about
incentive compensation, student recruitment and financial aid here:
http://www.uvm.edu/hrs/info/compensation/incentivecompguide.pdf

Attachment

Negotiated Changes to the Collective Bargaining Agreement with UA (FT Faculty)
CBA in effect May 29, 2018 - June 30, 2020

Significant Monetary Related Changes:
On May 29, 2018, the parties agreed to the following salary increases:

- FY18 - 2.5% (1.5% across the board (ATB) and 1% performance), retro to Jan 1, 2018.
- FY19 and FY20 - 3% (2% ATB and 1% performance)
- The ATB increases are split as follows: half by percentage of salary and half goes into a pool, which is distributed and apportioned as a flat dollar amount, proportionate to FTE.

Other monetary terms include:
- Promotion increases (instructor to assistant professor from $2k to $2500; Assistant to Associate from 9% to 9.25%; Associate to Full from 10% to 11%; Lecturer to Senior Lecturer from $5000 to $5500 or 9% of base, whichever is higher). Retro to July 1, 2017.
- Increasing the per credit rate for “overload” work by $100 (from $2000 to $2100). Retro to Jan 1, 2018.
- Increase in Professional Development Funds from existing amounts by $75/$100/$100 (current rate is $1500).
- Summer daily rate: $250 per day if the number of hours worked during a day is more than 3 hours or $150 per day if the amount worked during a day is 3 hours or less.
- Summer salary for CDE courses remains the same (higher rate of overload or 2.75% of annual base salary).