MEMORANDUM

DATE: May 21, 2012

TO: Deans and Directors

FROM: Jane E. Knodell, Provost and Senior Vice President

RE: FY 2013 Salary Guidelines for Faculty – Revised

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. In light of recent years with limited or no salary pools, and recognizing that we cannot lose sight of our commitment to competitive and equitable compensation, this year the decision has been made to budget 2% for across-the-board salary increases.

There are approximately 1,600 faculty members employed by UVM. Approximately 850 of those are represented by two separate collective bargaining units and subject to the terms and conditions of negotiated agreements. The remaining faculty members are not represented and are in the 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 and associate deans) 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 of an individual effective July 1, 2012. FY 2013 salary increases for faculty administrators can be provided to a faculty member who is union-represented in FY 2012, but non-represented in FY 2013. For example, a faculty member who is assuming the position of associate dean in FY 2013 is changing from union-represented to faculty administrator status, and is subject to the faculty administrator section of these guidelines. In contrast, a faculty member stepping down from a department chair position and returning to the faculty in FY 2013 is changing from faculty administrator to union-represented status, and is subject to the salary article of the UVM-UA Agreement for any FY 2013 increases.
DISTRIBUTION POLICY FOR FACULTY ADMINISTRATORS

In constructing the base budget for FY 2013, it will be recommended to the Board of Trustees that the general fund base salary budget be augmented by 2.0% to fund salary increases for faculty administrators. It is important to note that these increases will not become official or final until the Board of Trustees approves the FY 2013 budget at their May 2012 meeting.

Each Dean/Budget Director will receive 2.0% of the continuing salary base budget to be awarded as across-the-board increases for faculty administrators. In cases of documented unsatisfactory performance or prior written agreement, a lesser or no increase may be appropriate. Documentation must accompany budget submission.

The budgeting of remaining general fund base salary budgets is also a component of the FY 2013 salary budget. General fund base salary dollars budgeted in unfilled lines and as unassigned salaries will be increased by 2.0%. Unfilled faculty lines supported by the continuing salary base budget must be budgeted at minimum/market levels. Underlying faculty lines from which an administrator has stepped away and where supported by continuing salary base budget dollars must be increased by 2.0%.

All of these funds must be utilized for salary increases only and cannot be used to create new positions, to fund parts of existing positions or to fund other budget categories. Base budget funds that have previously been unallocated or become available through turnover or other changes may not be incorporated into the funds available for salary adjustments.

This allocation will not fund salary increases for faculty in UVM Extension & Related Services. General fund allocation to UVM Extension is based on an established formula and faculty compensation distribution is determined at the unit level within the context of these guidelines.

DISTRIBUTION POLICY FOR COLLEGE OF MEDICINE FACULTY MEMBERS

There is no explicit faculty salary allocation for the College of Medicine. Resources for faculty compensation are part of the college’s allocation of general funds resulting from a revenue-based formula. Specific faculty compensation distribution is determined at the unit level within the context of the college’s overall resources. COM may assign individual salary increments of 0% and above, given prior review and approval by the Provost of the overall annual compensation plan for the College and specific identification of any individual receiving an increase in excess of 9%.

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

Salary increases for non-represented faculty other than those in the College of Medicine (e.g. visiting faculty members, part-time lecturers and other faculty not represented by a bargaining unit) may be assigned salary increments on the following basis:

- Non-represented faculty who hold an FTE of .75 or greater for 9-months or longer may be assigned salary increments of between 0% and 2% by the Dean.
Non-represented part-time lecturers, faculty who hold an FTE of .75 or less and other part-time faculty, may be assigned salary increments of between 0% and 2% by the Dean.

Any increase in excess of the above percentages will require written justification to the Senior Vice President/Provost and will need her approval. For questions related to the non-represented status of a part-time or full-time faculty member, please contact Gina Bailey, Manager, Labor Relations and Faculty Services at 656-1393, or gina.bailey@uvm.edu in the Provost’s Office.

The following applies to the distribution policies above:

Mid-year salary adjustments will only be allowed for faculty whose salaries come from restricted sources, and then only if plans for the mid-year increase accompany the budget submission. For non-represented faculty whose FY 2013 salary is contingent on the awarding of grant funds during 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 Senior Vice President/Provost at the time of budget submission. However, the budgeted/submitted salary should be based on resources actually available within the unit. Should grant funding become available during the year, a salary adjustment to the recommended level may be made retroactive to the effective date of the grant.

**SALARY INCREASES FOR UNION REPRESENTED FACULTY**

For reference as to what constitutes representation by the part-time or full-time bargaining unit please refer to Article 1, Recognition of the respective collective bargaining Agreements. The Agreements may be viewed at http://www.uvm.edu/~facrsrscs/.

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.

For questions related to the union status of a part-time or full-time faculty member or interpretation of the salary and compensation agreements, please contact Labor Relations and Faculty Services at 656-3486 in the Provost’s Office.

- **UNION-REPRESENTED PART-TIME FACULTY**

Salary increases for part-time union represented faculty will be based on the results of contract negotiations and the final approved collective bargaining agreement once that agreement is in place. Since there is no agreement in place currently, no raises will be allocated to individuals in this unit during the FY 2013 salary setting process.

- **UNION-REPRESENTED FULL-TIME FACULTY**
Salary increases for full-time union-represented faculty will be based on the Collective Bargaining Agreement between The University of Vermont and United Academics (AAUP/AFT) Full-time unit, December 5, 2011 – June 30, 2014. Please refer to Article 18, Salary, for information related to FY 2013 increases for across-the-board adjustments, promotions, performance-based awards, and rank minimum salaries. Salary increases for research faculty members follow Article 18.2.c. Salary increases provided under section 18.6 are the budget responsibility of the academic unit.

Units should have already submitted their methodology for allocating performance-based awards to Associate Provost Nunley. For any individual increase where the components of a salary increase bring the total FY 2013 increase above 9%, documentation must accompany budget submissions for review and approval by the Senior Vice President/Provost.

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