DATE: August 26, 2014

TO: Deans and Directors

FROM: Gayle Nunley, Associate Provost for Faculty Affairs

RE: FY15 Salary Guidelines for Faculty

As you may be aware, in May the Board of Trustees approved a general fund budget that included a pool of funds for FY15 compensation adjustments. Over the last several months, a number of important budget indicators have come into focus, allowing for the determination of specific compensation parameters for faculty not represented by a union. The purpose of this document is to provide you with guidance on the parameters for FY15 faculty salary adjustments.

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, 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 of an individual effective July 1, 2014. For example, a faculty member who is assuming the position of associate dean in FY15 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 FY15 is changing from faculty administrator to union-represented status, and is subject to the salary article of the UVM-UA Agreement for any FY15 increases.

DISTRIBUTION POLICY FOR FACULTY ADMINISTRATORS

In planning for the FY15 base budget, it was 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. This level was approved by the Board of Trustees at their May 2014 meeting.
Each Dean/Budget Director submitted an original budget with no salary increases included. They will now receive 2.0% of the continuing salary base budget to award as across-the-board increases for faculty administrators. Salary increases will be retroactive to July 1, 2014. In cases of documented unsatisfactory performance or prior written agreement, a lesser or no increase may be appropriate. Documentation must accompany the revised budget and salary submission.

In addition to across-the-board increases for individuals, 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 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 increases.

This allocation will not fund salary increases for faculty administrators in UVM Extension & Related Services. The 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

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 and administrator compensation distribution is determined at the unit level within the context of the college’s overall resources. The 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 process will only be allowed for faculty whose salaries come from restricted sources, and then only if plans for the mid-year increase accompany this revised budget submission. For non-represented faculty whose FY15 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 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 2.0% 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 2.0% by the Dean.

Any increase in excess of the above percentages will require written justification to the Associate Provost for Faculty Affairs 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.

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/~facsrsrsc/.

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 Gina Bailey, Manager, Labor Relations and Faculty Services at 656-1393, or gina.bailey@uvm.edu.

UNION-REPRESENTED PART-TIME FACULTY

Salary increases for part-time union represented faculty will be based on the Collective Bargaining Agreement between The University of Vermont and United Academics (AAUP/AFT) Part-time Unit, December 19, 2012 - June 30, 2015. Please refer to Article 18, Compensation, Sections 18.6 - 18.8, for information related to FY15 increases to credit hour rates and/or base salaries of part-time represented faculty.
UNION-REPRESENTED FULL-TIME FACULTY

Salary increases for full-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. With the exceptions provided for in Article 18.6, promotion increases in Article 18.7, and salary minima in Article 18.8 of the Agreement between The University of Vermont and United Academics (AAUP/AFT) Full-time unit, December 5, 2011 – June 30, 2014, no raises will be allocated to individuals in this unit during the FY15 salary setting process.

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/hr/compensation/incentivecompguide.pdf