MEMORANDUM

DATE: March 11, 2019

TO: Deans and Directors

FROM: Jim Vigoreaux, Associate Provost for Faculty Affairs

RE: FY 2020 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 1,734 faculty members employed by UVM. Approximately 875 of those are represented by the United Academics (UA) union in 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 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, 2019. For example, a faculty member who is assuming the position of associate dean in FY 2020 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 2020 is changing from faculty administrator to union-represented status, and is subject to the salary article of the UVM-UA Agreement for any FY 2020 increases.

DISTRIBUTION POLICY FOR FACULTY ADMINISTRATORS

Faculty administrators will receive a 3% 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 0.35 FTE and faculty at 0.65 FTE) the percent increases will be applied to the total salary for both positions.
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 by 3% over the FY 2019 budget. 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 2020 should be budgeted based on the figures provided in the multi-year salary plan files submitted to the Budget Office in March. Lines from which a faculty member have stepped away to be an administrator must be increased 3% for FY 2020. 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 and justification 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 2020 budget submission. For non-represented faculty whose FY 2020 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.

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, part-time lecturers and other faculty not represented by a bargaining unit) will follow the same guidelines provided above for faculty administrators.

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.

The agreements may be viewed on the University Manual, Collective Bargaining Agreements, and Faculty Handbooks web page.

A shift in a faculty member’s FTE, title, course assignments or length of term from one fiscal year to the next may result 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
Salary increases for part-time union represented faculty are based on the Collective Bargaining Agreement between The University of Vermont and United Academics (AAUP/AFT) Part-time Unit, October 2, 2018 – June 30, 2021. See Article 18 for information about per credit minimums and other terms of compensation.

UNION-REPRESENTED FULL-TIME FACULTY
Salary increases for full-time union-represented faculty are based on the Collective Bargaining Agreement between The University of Vermont and United Academics (AAUP/AFT) Full-time Unit, May 29, 2018 – June 30, 2020.

For information regarding across-the-board and performance-based increases, as well as increases related to promotions and rank minimum salaries, refer to relevant sections of Article 18. Salary increases for research faculty members follow Article 18.3.c. 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: Incentive Compensation policy.