DATE: March 5, 2014

TO: Deans and Directors

FROM: Scott Coltrane, Senior Vice President and Provost

RE: Fiscal Year 2015 Faculty and Officers of Administration Salary Increases

It is critical that the University of Oregon continue to provide periodic adjustments to salaries in order to recruit and retain the highest quality faculty and staff. The UO was able to provide an across the board and merit process for all faculty and officers of administration in FY14. We are providing another across the board and merit process for FY15.

FY15 Salary Increase

• 1.5% across the board with the possibility of an additional merit increase for all faculty (officers of instruction and research) and officers of administration. The merit pool available is equal to 3.5% of salary for all eligible employees.
• Effective date: July 1, 2014.
• Employees who began employment in their current position on or before December 31, 2013 are eligible.
• Employees excluded from increases include:
  o Employees on F contracts (unless extenuating circumstances).
  o Coaches on multi-year custom contracts (unless extenuating circumstances).
  o Employees who changed positions or took on a new role through a promotion and received an increase in salary at the UO after December 31st, 2013. Please note that: adjunct faculty reclassified to career NTTF without a salary increase and faculty promoted in rank are eligible for the merit increase.
• All employees who meet the eligibility requirements must be considered for merit increases and cannot excuse themselves from this process.

There are two steps in the process for determining the allocation of each 3.5% merit pool: (1) a current performance evaluation of each individual covered by the pool, and (2) allocation of each 3.5% pool among the eligible individuals whose performance warrants a merit increase.

General Guidelines

The merit component of the program requires that each eligible employee (officers of instruction, officers of research, and officers of administration) be evaluated in FY14. The criteria for allocating merit to faculty, shall take into account accomplishments since January 1, 2008. The criteria for allocating merit to officers of administration shall take into account accomplishments since the last FY13 performance evaluation was conducted.

Once you have completed your reviews for officers of administration, please make sure to enter this information into the OA performance review tracking database on the HR website. Information on the OA performance management program can be found on the HR website at: http://hr.uoregon.edu/oa-employment/oa-performance-management-overview.

Each Department or School / College must forward written criteria that they will use to evaluate merit for Officers of Administration to their Vice President or Vice-Provost/Senior Vice Provost by March 21, 2014. As outlined in the schedule already released related to the Faculty CBA, Deans and Department Heads must submit proposals for how their departments will evaluate merit for faculty members (Officers of instruction and research) to the Senior Vice Provost by May 15, 2014. Only those individuals who meet or exceed expectations will be eligible
for merit. All decisions regarding the awarding of merit must be documented.

Merit increases cannot be across the board. Merit increases for faculty should be based solely on performance as evidenced by teaching, scholarship, creative activities, and service as appropriate to their position description. Merit increases should be given on the basis of systematic comparative evaluation of merit, and in consideration of each individual’s professional responsibilities and total contributions. Regardless of percentage of appointment, each faculty member or officer of administration is eligible for consideration for the highest merit rating. Internal salary equity may be factored into the amount of a merit increase for officers of administration, but is not an independent basis for a salary increase.

**Timeline**

- March 7 –FY15 salary increase announcement and guidance communicated.
- March 21- Departments submit memos to appropriate vice president or senior vice provost outlining the proposed process and criteria for awarding merit for officers of administration.
- March 24 to June 6– schools, colleges and departments conduct merit reviews (for those individuals who have not already received a FY14 performance review)
- May 15 - Deans submit merit pool distribution policies to senior vice provost outlining the proposed process and criteria for awarding merit for faculty
- May 15 – Salary increase application becomes available.
- June 15 – Salary increase application closes.
- June 30- Vice presidents and senior vice provost complete review of proposed salary increases.
- July 1-FY15 salary increases will be effective.
Other Guidance

Any individual salary increase that is greater than 10 percent of base salary after application of the proposed FY15 across the board and merit increase is subject to Provost’s approval. Any proposed FY15 increase above 10 percent must be supported with a brief narrative justification based on unit or division criteria.

Promotion and tenure files should not be used in this merit increase process.