



July 21, 2016

TO: Unit Administrators

From: Rhonda Forman
Assistant Vice Provost for Academic Personnel

Subject: Faculty Merit Salary Adjustments

As we begin the review of merit salary adjustment process, we ask that you submit recommendations for each faculty member in your unit on an excel spreadsheet for review. We would appreciate receiving your spreadsheets as early as possible, but no later than August 24th. The spreadsheet should include increase recommendations for individuals in the titles and job class codes listed below, regardless of whether they are in the budget module. For each person, please include the following fields: name, title, job class code, department, current monthly salary rate, proposed monthly salary rate, percent of merit increase and comments. The field for comments is to be used for entry of justification for anyone who is not receiving a merit increase (e.g. non-meritorious, received recent retention adjustment that precluded a merit adjustment). Please include your permanently budgeted vacant positions as well. You do not need to include individuals who were not reappointed or who have separated prior to September 1, 2016. Any faculty member who has a known resignation or retirement taking effect on, or after September 1, must receive the minimum 2% merit increase if found to be meritorious. Additionally, please include a statement in your return correspondence acknowledging that part-time lecturers (0185), annual lecturers (0115), as well as any other faculty in the job class list below who have not yet been reappointed for the 2016-17 academic year, will receive at least a 2% merit increase if determined to be meritorious and are reappointed during the 2016-17 academic year. Please remember that the overall merit allocation for faculty, including research, without tenure (wot), or other non-state/non-tuition funded positions must be expended while remaining within the 4.0% pool and that the additional merit pool (2%) must be distributed by departmentalized units as equal percentage increases to each department, pursuant to the Faculty Code. Attached, for your reference is Provost Baldasty's communication regarding merit salary adjustments dated May 10, 2016.

The Office of Planning and Budgeting (OPB) will be sending out detailed Salary Merit instructions by July 28, 2016. Judy Golisch from OPB will schedule training sessions on the salary increase module and how to utilize the excel spreadsheet as a tool to assist in managing the salary increase process. If you would like to use the excel data from the salary increase module to help report on the above information, she will show you how this data can be extracted. The Salary Module Training schedule will be posted by July 28th, at <http://opb.washington.edu/content/salary-increase-information>.

Thank you in advance for your efforts which will allow for us to expedite your unit's merit salary adjustments.

The following is the list of job class codes and titles to be included on the spreadsheet:

Title	Job Class Code
Professor	0101
Associate Professor	0102
Assistant Professor	0116
Professor WOT	0111
Associate Professor WOT	0112
Assistant Professor WOT	0113
Research Professor	0141
Research Associate Professor	0142
Research Assistant Professor	0143
Professor WOT – Tenure Track	0108
Associate Professor WOT – Tenure Track	0109
Acting Professor	0121
Acting Associate Professor	0122
Acting Assistant Professor (Pending Ph.D.)	0123
Acting Instructor	0124
Acting Assistant Professor-Temporary	0125
Professor of Practice	0120
Research Associate	0148
Principal Lecturer	0180
Senior Lecturer – Full Time	0117
Senior Lecturer – Part Time	0178
Lecturer Full-Time (Competitive Recruitment)	0179
Lecturer Full-Time	0115
Lecturer Part-Time	0185
Lecturer Part-Time (Competitive Recruitment)	0140
Visiting Professor	0131
Visiting Associate Professor	0132
Visiting Assistant Professor	0133
Visiting Lecturer	0135
Senior Artist-in-Residence	0181
Artist-in-Residence	0182
Clinical Professor- Salaried	0165
Clinical Associate Professor-Salaried	0166
Clinical Assistant Professor-Salaried	0167
Clinical Instructor-Salaried	0168
Clinical Professor-Dental Pathway	0137
Clinical Associate Professor-Dental Pathway	0138
Clinical Assistant Professor-Dental Pathway	0139
Teaching Associate	0169