



July 19, 2017

**Board of Deans and Chancellors
Vice Presidents
Vice Provosts**

Dear Colleagues:

I write to provide you with additional detail and final authorization for 2017-18 (FY18) merit increases. The president and I continue to prioritize compensation investments for our dedicated faculty and staff. In conversations with you, I noted that our goal was to focus limited resources on compensation and that the state and federal funding outlook would influence our approach to merit increases. Unfortunately, at this time, we are not able to provide a merit increase in excess of 2 percent, as we have the past several years.

In recent weeks, the state legislature and the Governor approved the state's 2017-19 operating budget and the Board of Regents reviewed and approved the UW's FY18 operating budget. The final state operating budget provides roughly **one-third of the funding required to enact a 2 percent salary increase** for state and tuition funded faculty and professional staff on our three campuses. In addition, the final budget approved and partially funded collective bargaining agreements with classified unionized staff.

This correspondence supersedes my [April 24, 2017](#), letter, which outlined a general approach to merit in FY18. Please also note that final merit process guidelines will be distributed to unit administrators next Tuesday, July 25, and additional notes about the process are included at the end of this correspondence.

Merit Authorization, Timing and Funding Approach

I am authorizing for a 2 percent merit pool for eligible and meritorious faculty, librarians, and professional staff in FY18. Salary increases for these employees will take effect on September 1, 2017. Classified staff salary increases for FY18 took effect on July 1, 2017.

It is my intent to continue the practice where **Seattle academic units, UW Bothell, and UW Tacoma** fund salary and benefit increases for their personnel. As we have discussed this year, since I am authorizing a pool of 2 percent, Seattle academic units will fund their own merit increases.

For **Seattle administrative units**, central funding will be distributed based on positions that were permanently budgeted and filled General Operating and Designated Operating Fund (GOF and DOF) as of June 30, 2017. Leadership within each unit will distribute the 2 percent merit pool based on an assessment of performance, which will lead to a range of adjustments that are within the 2 percent pool. Administrative units should not provide increases to vacant budgeted positions, budgeted positions that are not eligible for merit, or positions that are currently underfunded (e.g. those that are budgeted at less than the current fulltime rate).

Faculty Merit Salary Adjustments

All continuing faculty members should have been evaluated for merit, including, for example, part-time lecturers, clinical faculty-salaried, teaching associates, and research associates. Faculty Code Section 24-55 provides that faculty shall be reviewed by their colleagues to evaluate their merit and to arrive at a recommendation for an appropriate merit salary increase. Such reviews are to consider the faculty member's cumulative record, including contributions to research/scholarship, teaching, and service,

and their impact on the department, school/college, university, and appropriate regional, national, and international communities.

All faculty members who are determined to be meritorious would receive a minimum 2 percent merit salary adjustment, unless they received a prior salary adjustment that precluded further adjustment. Faculty members who are determined not to be meritorious must be identified and will not receive a salary adjustment.

All faculty in research, positions without tenure (WOT), and other non-state/tuition-funded positions (including the B portion of an A/B salary plan) are to receive the minimum 2 percent merit salary adjustment if they are meritorious or have not had a prior salary adjustment that precludes further adjustment. Funding for these increases should come from the applicable grant, contract, or other alternative source of funds relevant to the appointment.

Librarian Merit Salary Adjustments

A 2 percent merit pool is available to distribute consistent with the Librarian Personnel Code.

Minimum Salary Floors

Effective September 16, 2017, the minimum salary floors for faculty and other academic personnel will be adjusted as follows:

	9-month rate	12-month rate
Educators and Non-contract Extension Lecturers	\$3,569	\$3,272
Librarians	N/A	\$4,166
Research Associates, Senior Fellows, and Visiting Scientists	N/A	\$3,957
Lecturers, Artists in Residence, Teaching Associates, and Instructors	\$4,317	\$3,957
Senior Lecturers, Senior Artists in Residence, and Professor of Practice	\$4,705	\$4,313
Principal Lecturers	\$5,222	\$4,787
Assistant Professor (including WOT, Research and Clinical)	\$5,333	\$4,889
Associate Professor (including WOT, Research and Clinical)	\$5,803	\$5,319
Professor (including WOT, Research and Clinical)	\$6,889	\$6,315

Faculty and Librarian Promotion Adjustments

Faculty and librarian promotion increases will be 10 percent, on the effective date of the promotion (July 1 or September 16).

Faculty and Librarian Retention Salary Adjustments

Retention salary adjustments that will be effective September 1, 2017, are to be submitted separate from the merit salary adjustment process consistent with the criteria and process for approval of retention salary adjustments.

Professional Staff

Similar to all meritorious faculty and librarians, I authorize a 2 percent merit pool for professional staff. Application of this professional staff merit pool should take into consideration factors of merit, market competitiveness, retention, internal equity and compression. Employees who were hired, promoted, or who received an “in-grade” adjustment since March 1, 2017, are precluded from receiving a merit increase, unless it was indicated in other documentation that they would be eligible for a merit adjustment. Merit eligibility must affect all employees equally within a given unit.

Vice Presidents, Vice Provosts, Deans, Chancellors, Directors, and Chairs will award available funds to professional staff based on merit. Performance expectations, ongoing feedback, and performance evaluations should have laid the foundation for determinations of merit adjustments. The Professional Staff Program requires that merit recommendations be supported by a performance evaluation completed within the previous twelve months and performance reviews should be conducted no later than August 26, 2017.

As it was last year, documentation supporting salary adjustments should be retained at the unit level and must include sufficient detail to confirm that a performance evaluation occurred within this timeframe (September 1, 2016, to August 26, 2017).

More information about retention-based “in-grade” adjustments for professional staff will follow this transmittal. As in previous years, increases significantly higher than the merit pool average should be addressed as requests for in-grade adjustments and funded by the unit. In fact, **any portion of a proposed merit increase that exceeds 5 percent will not be considered part of the FY18 merit process and will be rejected.**

Professional Staff Market Minimums

To assist UW units in maintaining the progress achieved through previous market-related adjustments, market minimums will be increased for positions in salary grades 5-10 based on the 2017 Professional Staff Salary Survey results. The effective date of the mandatory adjusted market minimums will be October 1, 2017. Employees whose salary still falls below the new minimum after the September 1, 2017, merit must be adjusted to at least the minimum effective October 1, 2017.

A copy of the updated professional staff compensation plan will be provided to all budget administrators when it becomes available, which is anticipated to be in August. Central funding will be provided for adjustments to market minimums for permanently budgeted GOF/DOF positions in Seattle administrative units.

Classified Staff Employees

Contract classified staff who have concluded negotiations will receive across the board salary increases as outlined in their collective bargaining agreements for 2017-19. Specific information about pay increases for classified staff is available on the UW’s Labor Relations website:
<http://www.washington.edu/admin/hr/laborrel/index.html>.

Classified non-union employees will receive 2 percent across-the-board salary increases in accordance with the final state appropriations bill on July 1, 2017, as determined by the 2017 state legislature.

Other Employee Groups

Academic Student Employees will receive salary adjustments consistent with the provisions of their labor contract.

Continuum College International & English Language Programs Extension Lecturers will receive

salary adjustments consistent with the provisions of their labor contract, which ties the allocation and effective date for performance-based base salary increases to those of professional staff.

Salary Increase Process – Policy and Transactional Information

Our new HR/P system, Workday, went live on June 27, 2017. As such, the implementation teams, and teams within Academic Personnel, UW Human Resources and Planning & Budgeting have been designing a process to utilize data from Workday for merit adjustments, while maintaining central oversight of merit recommendations through OPB, HR Compensation, and Academic Personnel. At this stage, the teams will pull data from Workday and send separate **customized spreadsheets** to each unit. Again, separate spreadsheets will be sent for academic personnel and staff in each unit.

Next Tuesday, July 25, 2017, we will send a timeline, instructions and customized spreadsheets for merit adjustments. Additional guidance regarding the use of Workday data—including process details, data entry, and information about the specific data that will be available to units—will be included in next week’s transmittal. It our goal to provide as much information to you as soon as possible.

Lastly, **until we have a new budget/financial system**, we will need to modify permanent budgeted positions using the BGT Salary Increase Module. Only budget lines will be in the module; there will be no actual salary lines present. Though this process requires an extra step and more work on your parts, it is imperative to maintain budgeted lines outside of Workday to maintain our ability to fund GOF and DOF budgeted lines correctly.

Thank you, in advance, for your partnership in this work, and thank you to our dedicated faculty, staff, and students.

Sincerely,



Gerald J. Baldasty
Provost and Executive Vice President
Professor, Department of Communication

cc: Ana Mari Cauce, President, Professor of Psychology
Thaisa Way, Chair, Faculty Senate
Cheryl Cameron, Vice Provost, Academic Personnel
Sarah Norris Hall, Associate Vice Provost, Office of Planning and Budgeting
Zoe Barsness, Chair, Senate Committee on Planning and Budgeting
Mindy Kornberg, Vice President, Human Resources
Jeff Scott, Executive Vice President, Finance and Administration
Margaret Shepherd, Chief Strategy Officer, Executive Offices
Unit Administrators