June 19, 2019

Board of Deans and Chancellors
Vice Presidents
Vice Provosts

Dear Colleagues:

The purpose of this letter is to provide final authorization for 2019-20 (FY20) merit and other related compensation actions. After considering financial forecasts for all units and in reflecting upon discussion with deans and chancellors, I am authorizing 2% merit increases for meritorious faculty and a 2% merit pool for librarians and professional staff.

Please read this letter carefully. This letter and other resources related to the FY20 merit process, including the FY20 Merit and Faculty Unit Adjustment Process Guide, will be located on a landing page hosted by the Office of Planning & Budgeting (OPB) at http://www.washington.edu/opb/uw-budget/compensation/.

General Timeframe

Salary increases for meritorious faculty, librarians, and professional staff eligible for FY20 merit consideration will be effective September 1, 2019. Employees represented by collective bargaining agreements will receive salary increases as outlined in their respective agreements. Specific information about pay increases can be found in labor contracts on the Labor Relations website. Classified non-union employees will receive across-the-board salary adjustments as indicated in the state budget.

General Information

Specific details related to September 1, 2019 effective merit and unit adjustment increases are articulated below.

In keeping with the practice established in FY15, Seattle academic units, UW Bothell, and UW Tacoma shall fund salary and benefit increases for their personnel.

Central funding will be provided to cover 100% of eligible merit increases for those units for whom formulaic tuition allocations are not provided, including UW Libraries, the Graduate School, Undergraduate Academic Affairs, and all other central administrative or business units. Available budget allocations for these units shall be based on permanently budgeted General Operating Fund (GOF) and Designated Operating Fund (DOF) positions as of June 30, 2019. As noted in the previous paragraph, Seattle academic units, UW Bothell and UW Tacoma shall fund salary and benefit increases for their personnel.
All merit-eligible employees employed by the University on September 1, 2019—including employees terminating employment on or after September 1, 2019—must receive a merit increase unless they are determined not to be meritorious or have had an event that precludes them from receiving merit, as outlined in the Merit Process Guide. An employee’s funding source shall not determine their eligibility.

**Merit Adjustment Information by Population**

- **Faculty**

  Faculty members who are expected to return at any point during the 2019-20 academic year must be evaluated for merit. In addition to professorial and full-time instructional faculty, this includes part-time lecturers, teaching associates, and any paid clinical, affiliate, or visiting faculty. A list of academic personnel titles that are not included in the merit process can be found in the FY20 Merit Process Guide. Any titles not on that list should be accounted for during the merit process.

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

  All faculty members who are determined to be meritorious, and are not otherwise precluded for a merit adjustment, will receive a 2% salary adjustment. This includes faculty members who receive all or a portion of their salary from funds other than GOF and DOF sources—including research faculty and faculty without tenure by reason of funding (WOT), as well as the B portion of those on A/B salary plans. Funding for these increases should come from the applicable grant, contract, or other alternative source of funds relevant to the appointment.

  Faculty members who are not determined to be meritorious must be identified as such and will not receive a salary adjustment. Funds available from vacant positions or from positions of faculty members who are not determined to be meritorious or who are precluded from adjustment, shall not be distributed as additional merit.

**Faculty Unit Adjustments**

**September 2019 (Centrally Funded) Unit Adjustment**

*Executive Order 64* allows for the provision of additional salary funds as a means of helping advance and maintain “quality, standing, and contributions of units to college, school, campus and University goals.” Concurrent with the September 2019 merit adjustment, and upon the advice and consultation of the Faculty Senate Committee on Planning and Budgeting, I am authorizing central funding to support unit adjustments for eligible faculty whose sustained performance advances such “quality, standing, and contributions.”
For each Seattle school and college, a pool will be established that represents approximately 1% of permanently budgeted GOF tenure/tenure-track faculty salary lines as of April 30, 2019. Deans should consult with their faculty councils and executive leadership to develop a plan for prioritizing distribution of the approved unit adjustment allocation commensurate with each faculty member’s performance toward college, school, campus, and university goals.

For the September 2019 faculty unit adjustment exercise, eligibility will be limited to faculty who:

- Have a primary appointment in a Seattle campus school or college;*
- Have been determined to be meritorious in the 2018-19 academic year; and
- Have not had a retention adjustment between September 1, 2018, and August 31, 2019.

In addition to meeting the eligibility requirements outlined above, proposed unit adjustments:

- Must be between 2 and 10% above the faculty member’s full-time monthly base salary after accounting for the September 2019 merit adjustment;
- May not be applied as an across-the-board increase to eligible faculty;
- Must be based on 100% FTE, regardless of FTE and fund source, in order to lessen the administrative burden; and
- Must be within the allocated unit adjustment pool.

* This September 2019 unit adjustment exercise is not available to UW Bothell and UW Tacoma, based on consultation with leadership on those campuses.

**April 2020 (Not Centrally Funded) Unit Adjustment**

One additional unit adjustment cycle will be made available during the 2019-20 academic year. This cycle requires that a proposal be submitted by January 6, 2020, for review by the Senate Committee on Planning and Budgeting and approval by the Provost. The effective date of approved unit adjustments will be April 1, 2020. Additional information will be communicated in a separate memorandum at a later date.

- **Librarians**

An average 2% merit will be distributed to meritorious librarians. Eligible meritorious librarians may receive an increase of between 0.5% and 10%, provided that the average across the unit’s librarian population does not exceed 2%. Recommended merit increases shall be consistent with the [Librarian Personnel Code](#).
Other Academic Personnel Compensation Actions

Faculty and Librarian Promotion and Retention Adjustments: Faculty and librarian promotion increases will be 10%, on the effective date of the promotion (July 1 or September 16).

Retention salary adjustments must be a minimum of 10% if they are intended to preclude the individual from a September 1, 2019, merit adjustment. Such preclusion must be clearly communicated in writing to the faculty member or librarian receiving the retention. Lack of such communication shall result in the retained faculty or librarian remaining eligible for merit.

Academic Personnel Minimum Salary Floors will be adjusted effective September 16, 2019, as follows:

<table>
<thead>
<tr>
<th>Academic Personnel Minimum Salary Floors*</th>
<th>Monthly Rate</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>9 month</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>Professors (including WOT and Research)</td>
<td>$7,165</td>
</tr>
<tr>
<td>Associate Professors (including WOT and Research)</td>
<td>$6,035</td>
</tr>
<tr>
<td>Assistant Professors (including WOT and Research)</td>
<td>$5,546</td>
</tr>
<tr>
<td>Principal Lecturers</td>
<td>$5,431</td>
</tr>
<tr>
<td>Senior Lecturers, Senior Artists in Residence, and Professors of Practice</td>
<td>$4,893</td>
</tr>
<tr>
<td>Lecturers, Artists in Residence, Teaching Associates and Instructors</td>
<td>$4,490</td>
</tr>
<tr>
<td><strong>Librarians</strong></td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
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</tr>
<tr>
<td><strong>Academic Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Visiting Scientists</td>
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</tr>
<tr>
<td>Non-Union Extension Lecturers</td>
<td>$3,600</td>
</tr>
<tr>
<td>Educators</td>
<td>$3,712</td>
</tr>
</tbody>
</table>

*These salary minimums also apply to persons appointed as acting, affiliate, clinical, temporary, and visiting in applicable ranks and titles.
• Professional Staff

An average 2% merit will be distributed to meritorious professional staff. Eligible meritorious professional staff who have not had an event that precludes them from receiving merit may receive an increase of between 0.5% and 10%, provided that the average across the unit’s professional staff population is 2%. Recommendations for professional staff merit increases should take into consideration factors of performance, market competitiveness, retention, and internal equity.

The Professional Staff Program requires that merit recommendations be supported by a current performance evaluation completed within the previous twelve months. Performance reviews for professional staff should be conducted no later than August 16, 2019. Documentation supporting salary adjustments should be retained at the unit level and must include sufficient detail to confirm that a performance evaluation has occurred in the 12 months.

Exclusions

Professional staff who were hired, promoted, or received an “in-grade” adjustment since March 31, 2019, are precluded from receiving a merit increase, unless it was specifically indicated in other documentation that they would be eligible for a merit adjustment.

For units where central funding will be provided for merit increases, merit funds cannot be used to “fund/top-up” budgeted positions that are underfunded, due to recent in-grade adjustments or promotions, new hires, or on vacant lines. As a result, there may be circumstances in which certain administrative units do not fully exhaust the central funds provided. In those circumstances, remaining funds will be maintained centrally for other priority university investments. Units may only post merit increases to permanently budgeted positions where the employee is receiving a merit increase.

All professional staff titles should be addressed during the merit process, except for the titles identified in the FY20 Merit Process Guide as not included.

• Classified Staff and Other Represented Employees

Classified non-union employees will receive across-the-board salary adjustments as indicated in the state budget. Classified staff and other represented employees (e.g., extension lecturers and postdoctoral scholars) will receive salary increases as outlined in their respective collective bargaining agreements. Specific information about pay increases can be found in labor contracts on the Labor Relations website.
Salary Increase Process – Policy and Transactional Information

In June 2019, unit administrators will receive a copy of the FY20 Merit and Faculty Unit Adjustment Process Guide, which addresses the compensation adjustments that are effective September 1, 2019. Among many components, the guide outlines:

- Preparation and submission process;
- Key process terms and functions;
- Relevant policy information;
- Timelines; and,
- Protocol for addressing errors/changes.

It is our expectation that this guide is reviewed comprehensively to ensure that merit and faculty unit adjustment processes are implemented consistently and accurately. In addition, it is important that units have a designated contact(s) available to work with Office of Academic Personnel, the UW HR Compensation Office, the Integrated Service Center, and the Office of Planning & Budgeting during the months of August and September. Unit contacts will handle questions that may arise related to merit and unit adjustment recommendations and the subsequent loading of approved merit into Workday. Names and contact information for the designee(s) should be made clear to the above offices at the time merit worksheets are submitted for review.

Thank you, in advance, for your partnership in this work, as I know the next few months will be busy for our community.

Sincerely,

Mark A. Richards
Provost and Executive Vice President for Academic Affairs
Professor, Earth and Space Sciences

cc: Ana Mari Cauce, President
Cheryl Cameron, Vice Provost, Academic Personnel
Sarah Norris Hall, Vice Provost, Office of Planning & Budgeting
Mindy Kornberg, Vice President, Human Resources
Faculty Senate Leadership
Unit Administrators