May 26, 2021

Board of Deans and Chancellors
Vice Presidents
Vice Provosts

Dear Colleagues:

Subject to final approval by the Board of Regents, the purpose of this letter is to provide authorization for 2021-22 (FY22) merit and to formally rescind the suspension of non-essential new hiring and release the restriction on certain types of expenditures. After considering financial forecasts for all units and in reflecting upon discussion with the Faculty Senate Committee on Planning and Budgeting (SCPB) and the Board of Deans and Chancellors (BODC), we are authorizing a 2% merit increase pool. **Importantly, this increase is authorized and partially funded by the 2021-2023 state of Washington operating budget, as signed by Governor Jay Inslee.**

Please read this letter carefully. This letter and other resources related to the 2021-22 (FY22) merit process will be located on the Office of Planning and Budgeting website at [https://www.washington.edu/opb/uw-budget/compensation/](https://www.washington.edu/opb/uw-budget/compensation/) and a technical guide to the merit process (FY22 Merit Process Guide) will be available on this webpage no later than June 3, 2021.

**General Timeframe**

Salary increases for meritorious faculty, academic staff, and professional staff\(^1\) eligible for 2021-22 (FY22) merit consideration will be effective September 1, 2021. Employees represented by collective bargaining agreements will receive salary adjustments as outlined in their respective agreements. Specific information about pay increases can be found in labor contracts on the [Labor Relations website](https://laborrelations.washington.edu). Classified non-union employees will receive adjustments as indicated in the state budget.

**General Information**

Specific details related to this authorization of a **2% pool for merit-based increases** for meritorious faculty, academic staff, and professional staff in FY22 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. Note that UW Bothell and UW Tacoma will receive a return of their campus’ FY21 GOF budget reduction in full. Seattle academic units will receive a return of their unit’s GOF budget reduction, net of the delayed implementation of ABB Phase III “values-based pool.”

Seattle administrative units, including the Graduate School, Undergraduate Academic Affairs, as well as all other central administrative or business units, will receive a return of their unit’s FY21 GOF budget reduction equal to the value of the cost to fund permanently budgeted GOF position salary and benefit increases. In the event a Seattle administrative unit’s FY21 budget reduction return value is less than the funding needed to cover GOF salary and benefit increases, additional

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\(^1\) This reference to professional staff does not apply to professional staff in the University Libraries
central funding will be provided to cover 100% of eligible merit increases for permanently budgeted GOF positions.

For example, if a Seattle administrative unit’s FY21 GOF budget reduction was $10,000 and the cost to fund merit and benefits for permanently budgeted GOF positions in FY22 was $8,000, the unit would receive $8,000 in permanent GOF funding from the $10,000 FY21 budget reduction.

Central funding will be provided to cover 100% of the salary and benefit increases for permanently budgeted DOF positions. 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, 2021.

All merit-eligible employees employed by the University on September 1, 2021—including employees terminating employment on or after September 1, 2021—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 2021-22 academic year must be evaluated for merit. In addition to professorial faculty, this includes all other full- and part-time faculty as outlined in the Faculty Code Section 21-31 including 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 FY22 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 from 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—for example, research faculty and faculty without tenure by reason of funding (WOT). 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.
Academic Staff
Academic staff as defined in APS 40.1, who have been determined to be meritorious and are not otherwise precluded, may receive an increase in the range of 0.5% and 10% provided the average across the unit’s academic staff population does not exceed 2%.

Other Academic Personnel Compensation Actions
Promotion Adjustments: Faculty and librarian promotion increases will be 10%, on the effective date of the promotion (July 1 or September 16, commensurate with the service period of the appointee).

Faculty Minimum Salary Floors will be adjusted effective September 16, 2021, as follows:

<table>
<thead>
<tr>
<th>Rank/Title</th>
<th>9-month rate</th>
<th>12-month rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$7,452</td>
<td>$6,831</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$6,276</td>
<td>$5,753</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>$5,768</td>
<td>$5,287</td>
</tr>
<tr>
<td>Senior Artists in Residence &amp; Professor of Practice</td>
<td>$5,089</td>
<td>$4,665</td>
</tr>
<tr>
<td>Lecturers, Artists in Residence, Teaching Associates, and Instructors</td>
<td>$4,670</td>
<td>$4,281</td>
</tr>
</tbody>
</table>

Professional Staff
A pool of 2% is authorized for distribution 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 the average across the unit’s professional staff population does not exceed 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 31, 2021. 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 after March 31,
2021, 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 may not be used to “fund/top-up” budgeted positions that are underfunded, due to recent in-grade adjustments, promotions, or new hires, or on vacant lines. As a result, the 2% calculated pool to increase permanently budgeted GOF/DOF positions for certain administrative units for merit may not be fully exhausted, and thus, these 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.

A list of staff titles that are not included in the merit process can be found in the FY22 Merit Process Guide. Any titles not on that list should be accounted for during the merit process.

**Classified Staff and Other Represented Employees**

Classified non-union employees will receive salary adjustments as indicated in the state budget. Classified staff and other represented employees will receive salary adjustments 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**

Following final action by the Board of Regents in June 2021, unit administrators will receive a copy of the FY22 Merit Process Guide. 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.

**Workday Restricted Entry Period**

To support efficiency and accuracy in loading approved merit recommendations, units will be temporarily restricted from initiating some business processes in Workday starting on June 1, 2021. For details on the scope of these restrictions, please consult the FY22 Merit Process Guide.

It is our expectation that the information in this authorization letter and forthcoming FY2022 Merit Process Guide is reviewed comprehensively to ensure that merit process is 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 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.
**Rescission of Non-Essential Hiring, Personal Services Contracts, and Equipment Purchases Freeze Directives**

In March 2020, due to looming uncertain fiscal implications of the pandemic and prior to the statewide freeze on certain hiring and procurement actions, the University instituted a suspension of non-essential new hiring and limited the procurement of certain personal services contracts and equipment. On April 28, 2021, Governor Inslee rescinded Directives 20-05 and 20-05.1, which ended the statewide freeze on agency hiring, personal services contracts, and equipment purchases.

In line with the Governor Inslee’s rescission of the statewide freeze, we are lifting the suspension on non-essential new hiring and lifting the procurement limitations on certain personal services contracts and equipment effective immediately. We appreciate your dedication to reducing non-essential expenditures over the past year and moving forward units are expected to align their hiring, contracting and procurement activities within their allocated resource base.

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

Sincerely,

Ana Mari Cauce
President
Professor, Psychology

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

cc: Cheryl Cameron, Vice Provost, Academic Personnel
Kim Dinh, Senior Director, Executive Office of the President and Provost
Margaret Shepherd, Chief of Staff, Executive Office
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Sarah Norris Hall, Vice Provost for Planning and Budgeting
Faculty Senate Leadership
Unit Administrators