

The College of Pharmacy Compensation Philosophy Document

August 1, 2016

Guidelines for Annual Salary Increase Process

The Dean will request faculty and staff salary recommendations annually from the Assistant/Associate Deans, Directors, Division Chairs and other supervisors through the performance review process. These recommendations may be for permanent increases, cash bonuses, or combinations. This reflects the changing nature of the compensation strategy in the college to both maximize salary dollars and address equity and market issues, particularly related to faculty recruitment and retention.

Salary recommendations must be supported by the annual review process. All faculty and staff, excluding postdoctoral researchers and fellows, are to have a written performance evaluation completed annually. All requests for zero increases, for unusually high increases and for bonuses (when allowable) must be documented in writing. Faculty and staff salary recommendations are reviewed by the Dean, as well as by the Chief Administrative Officer for issues related to financial impact.

Salary recommendations will follow the University compensation philosophy for a performance driven process with consideration given to excellence market/equity issues. Criteria for distribution of the annual increase will include:

- (1) recognition of achievements and excellence in support of our teaching, research and service missions
- (2) recognition of division, college and university service, outreach and engagement
- (3) recognition of collegiality and professionalism
- (4) recognition of market pressures

The Dean may hold back a portion of the compensation pool for additional merit and/or equity increases for a limited number of faculty and staff. Documentation of the basis for assignment of these funds will be maintained for each individual. The College will annually evaluate the need to address both salary compression issues and salary expansion issues. Salary compression may be addressed by assigning additional compensation to a group of individuals. Salary expansion may be addressed by reducing the average percentage increase at the top end of the salary range to recognize the significant dollar differences for equally ranked individuals.

Individuals hired after May 1 will not be eligible for a September increase unless specified in their letter of offer. Classified Civil Service individuals in probationary status will not be eligible for an increase until successful completion of their probationary period. At that time, an off-cycle increase may be considered.

Salary grievances will follow the standard University process.