

May 18, 2015

MEMORANDUM

TO: Academic Deans
FROM: John D. Simon, Executive Vice President and Provost
RE: Faculty Salary Merit Increase - 2015-16

I write to outline the 2015-16 merit increase recommendation process. Salary increases will be effective July 25 for 12-month faculty and August 25 for 9-month faculty.

As outlined in the 2015-16 budget and planning assumptions, average merit increases for teaching and research faculty will be 4.50 percent, plus fringe benefits. An average increase of 3.00 percent, plus fringe benefits, is approved for members of the professional research staff. Salary increases for those supported from grants, contracts, or private gifts are subject to the availability of funding.

Based on the Commonwealth of Virginia's approved budget, 2.00 percent of the approved 4.50 percent merit increase may come from new funds. The balance of 2.50 percent must be provided through reallocation of resources. Funds to support state-funded salary increases have been identified as follows:

State general funds and tuition	2.00%
Cornerstone Plan	1.75%
Reallocation within schools	0.75%

The 0.75 percent attributed to reallocation may be funded from funds associated with enrollment growth in FY15, which is being credited to the schools in FY16; funds from enrollment growth in FY16; and an additional 40 basis points on the endowment distribution; or other sources available to the school.

The Discoverer report "HR_Salary Management" is available to run to initiate the merit increase process.

The following are guidelines related to salary increases for teaching and research faculty:

- Salary increases should be awarded in accordance with the Policy on University Faculty Salaries and Bonuses, a copy of which may be found at http://uvapolicy.virginia.edu/policy/HRM-035#Salary_Increases.
- Increases should be awarded in accordance with the school's approved peer review plan and methodology for distributing increases.
- Increases are awarded based on individual merit and are not awarded "across the board" or on a pre-determined merit-based scale;
- Increase recommendations of 0 percent or greater than 15 percent should be accompanied by a narrative justification and supporting documentation;
- All increases, including those for promotion and tenure, will be effective July 25, 2015 for 12-month faculty members and August 25, 2015 for non 12-month faculty.
- T&R faculty increases will not be processed through Lead@UVA this year. Schools will be expected to submit Excel spreadsheets with recommendations by June 26.
- Deans will be able to inform faculty as of July 25th of the increases per the timeline provided below.

If you have any questions regarding the implementation of the faculty/PRS merit increase, please contact Anda Webb, vice provost for administration and chief of staff, at 4-0999 or by e-mail at alwebb@virginia.edu.

2015 Timeline for Processing Merit increases (T&R Faculty/Professional Research Staff)

By May 18	Schools will receive Excel worksheets
June 26	Schools submit completed worksheets to the Office of the EVP & Provost
By July 10	Office of the EVP & Provost reviews and approves the salary recommendations <i>(Note: Any time after you have received approval from our office, you may share salary increase information with the individual impacted)</i>
July 20	Schools/units submit approved workbooks to UHR
August 25	12 month T&R Faculty/ PRS (excluding research assistants) - Monthly payroll processed
September 1	T&R Faculty/ PRS - Monthly check date
September 28	Non 12-month T&R Faculty/PRS Monthly Payroll processed
September 30	Non 12-month T&R Faculty/PRS Monthly Check date