**Scope:** This document describes compensation increases approved for the July 2013 merit increase for Teaching and Research (T&R) Faculty and Professional Research Staff (PRS). Merit increase information for Classified Staff, University Staff, and Administrative & Professional Faculty will be communicated separately by University Human Resources.

**Funding:**
The University has set aside an annualized amount of $4,864,000 in state funds (SG) to support teaching and research salary increases in the academic schools. This amount is exclusive of fringe benefits, which will be added when budget allocations are made. Ten percent, or $486,400, is being held in reserve by the Provost to support strategic salary needs. The remaining funds will be allocated to academic schools as indicated in Attachment A. Schools may augment their allocated salary increase funds from school-specific funds, subject to prior approval of the Executive Vice President and Provost. Central funds allocated for a 3.0% increase for GTAs and GRAs and professional research staff (if supported by central funds) were communicated to each dean on March 13, 2013.

As with past salary increases, increase funds associated with the state-funded portion of University Professor salaries are held by the President.

Each school or unit will be responsible for funding the full cost related to other award types (sales and service, auxiliary, private, or grant-related) of the final approved cost of T&R faculty and PRS salary recommendations.

**Eligibility:**
- Teaching and Research Faculty and Professional Research Staff who are employed on January 1, 2013.
- Teaching and Research Faculty must have undergone an evaluation in accordance with the school’s approved peer review plan. Similarly, Professional Research Staff must have undergone a documented performance review.

**School Narrative:**
Deans are required to submit a narrative outlining strategy and performance criteria used in making faculty salary recommendations, addressing such areas as:
- the effectiveness of peer review;
- critical areas of faculty recruitment and retention, including how any increases are targeted to those areas where recruitment and retention are particularly problematic;
- salary compression and/or market equity issues and the steps the school is taking to address these issues through targeted salary increase; and
- the school’s strategy for using its allocated pool of salary increase dollars to support institutional priorities.
**Process:**
Increases should be awarded in accordance with the school's approved peer review plan and approved methodology for distributing increases. Faculty salary increases are based on merit and are not awarded "across the board" or on a pre-determined merit-based scale (i.e., increases awarded in pre-defined categories). Salary increase recommendations should be made based on objective assessment of each individual's performance.

Schools should fund extraordinary increases associated with promotion and/or tenure from their allocated merit funds.

The President sets the salaries of University Professors. Deans should submit separate recommendations to the Executive Vice President and Provost for University Professors, which will be considered by President Sullivan as she makes decisions regarding University Professor merit increases.

For teaching and research faculty, any increase recommendation of 0 percent or greater than or equal to 15 percent should be accompanied by a narrative justification and supporting documentation. For recommendations greater than 15 percent, such reasons may include, but are not limited to: recognizing exceptional accomplishment or contribution; retention of a faculty member who is likely to be recruited or who already has received an employment offer from another institution; or serious market inequity.

All salary recommendations should be rounded to the nearest $100. Increases for 12-month T&R Faculty and PRS will be effective on July 25, 2013. For 9-month faculty, increases will be effective on August 25, 2013.

**Due Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
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<tbody>
<tr>
<td>15-June-2013</td>
<td>Salary Narrative submitted to EVP/Provost</td>
</tr>
<tr>
<td></td>
<td>Salary Recommendations/Justifications entered into Lead@UVa system</td>
</tr>
<tr>
<td></td>
<td>Justifications for 0% salary recommendations submitted to the EVP/Provost.</td>
</tr>
<tr>
<td>30-June-2013</td>
<td>Final approvals provided by EVP/Provost</td>
</tr>
<tr>
<td>01-July-2013</td>
<td>Deans may begin to notify faculty of approved increases</td>
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After approval, the University Budget Office will provide an allocation to the state general and local general awards of each major school or unit to cover the additional salary (in accordance with Attachment A) and related benefit expense for these increases. The FY2014 allocation will be prorated for the July 25th effective date, with the full annualized amount available in FY2015. The University Budget Office will provide a template for each school to communicate the appropriate PTA to use. The school or unit will be responsible for funding the full cost related to other award types (sales and service, auxiliary, private, or grant-related) of the cost of these increases.

**Related Documents:**
Policy: University Faculty Salaries and Bonuses
(https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-035)
Procedures:

- Salary recommendations will be entered into the Lead@UVa system.
- The reason code will default to “ANNUAL MERIT INCREASE.” Increases which fall outside of the annual merit increase process, such as increases proposed for significant additional responsibilities or to correct an administrative error, should not be submitted through the Lead@UVa system.
- Narrative justifications for increases greater than 15 percent should be entered in the “Comments” field of Lead@UVa. Please keep in mind that the “Comments” field is limited to 255 characters – more extensive salary justifications will need to be submitted outside of the Lead@UVa system.
- If the salary increase is being awarded because of promotion and/or tenure, regardless of the percentage increase, the reason “promotion and/or tenure” should be noted in the “Comments” field.
- Schools are NOT required to enter narrative justifications for increases less than 15 percent, although they certainly may choose to do so.
- Faculty on Leave Without Pay who are receiving a salary increase recommendation may be entered into Lead@UVa with the other increases, but such increases will not process until the faculty member returns from leave. Faculty on Leave with Partial Pay will have their increases processed based on their prorated salary.
- Salary recommendations of 0 percent should be submitted to the Executive Vice President and Provost as a separate document.