The 2002-04 Appropriations Act does not include salary increases for teaching and research faculty or for administrative and professional faculty in 2002-03. In this situation, salary equity among the faculties of our various schools might deteriorate in consequence of the disparate levels of private/non-state income available to the schools. Accordingly, it is the University’s policy that schools or units may not use private or clinical funds to give salary increases that would normally be considered during the annual salary review and salary setting process. Reappointments will occur as normal, and reappointment-related salary increases will be approved when the state approves its next faculty salary increase. Raises associated with defined role changes, counter offers, and specific equity concerns will be addressed in the customary ways within the limits of each school’s or unit’s existing resources. (All questions about this policy should be addressed to the appropriate vice president.)

For faculty who will be promoted and/or will receive tenure in 2002-03, the University has approved an average increase of five percent for those members of the faculty who were promoted and/or tenured. All salary increases are based on merit and will be effective November 25, 2002. A report on salary increases for this group of faculty should be submitted to the Vice President and Provost no later than Wednesday, July 24, 2002. Please provide a written justification for salary recommendations of greater than 10 percent or in those instances where no increase is recommended. The total salary recommendation for your area should not exceed an average of five percent.

This awarding of increases for promotions and/or tenuring actions is being made from existing University resources as a recognition of the need for salary increases at a time when those increases are unavailable to the general University community. In future years, a similar allocation for increases associated with promotion and/or tenure decisions will not be made in addition to funding associated with regularly approved merit increases by the State.

All deans and department heads should maintain a normal evaluation schedule for faculty, and all should consider and make records of possible salary recommendations during that evaluation. There is a potential that the Governor and the General Assembly will appropriate a retroactive salary increase at the beginning of the 2003 General Assembly Session. If this increase is approved, we will face a very short deadline to make salary recommendations. **Deans and department heads must be prepared to act quickly in the event that we receive authority to award retroactive salary increases.**

Any exception to the above policies and procedures must have the prior written approval of the appropriate vice president. Copies of these approved exceptions must be delivered at the time of each approval to the Vice President for Management and Budget, who oversees this process.