

Memorandum

TO: UNL Academic Deans and Direct Report Directors

FROM: Barbara Couture
Senior Vice Chancellor for Academic Affairs

DATE: May 20, 2008

RE: Salary Increase Process—Additional Information for Academic Affairs units

Recently you received the UNL salary guidelines from the Office of Financial Services. This memorandum provides additional detail about the salary distribution process for Academic Affairs units.

Senior Vice Chancellor Funds

The salary guidelines identify .33% of continuing filled faculty lines to be held at the SVCAA level for salary increases of tenured/tenure-track faculty and department chairs. In general, these funds will be used to:

- Reinforce, not substitute for, merit salary increase allocations.
- Rectify salary inequities.

Any request for SVCAA funding will require each unit to assign an amount equal to at least .5% more than the pool held at the department level before additional funding is provided by the SVCAA. The Dean's pool can be used to reach the 3.5% threshold.

Faculty Outliers

Attached to this memorandum is a list of your unit outliers, a faculty salary peer analysis, and a faculty salary gender equity analysis for your unit. These reports are provided by the Office of Institutional Research. When submitting your salary recommendations to the SVCAA office, deans should include a rationale for making (or not making) adjustments to the salaries of those who appear as low-end outliers on your unit list.

Maximum / Minimum Exception Reporting

In addition, recommended merit increases over 10% or less than 1.5% for tenured/tenure-track faculty and department chairs must also be accompanied by a rationale.

Process for Reporting Above Items

The attached worksheet is provided to streamline the submission and approval of your recommendations for the allocation of these funds. Please return this worksheet to Academic Affairs at the same time you submit your upload files to the Budget Office, which is on or before May 19. We will complete our review and provide approved allocations of these funds to you and the Budget Office by May 23. Please do not communicate any proposed increases from this pool of funds until final amounts have been approved by the SVCAA.

Your budget process manager can contact Greg Gunderson at ggunderson2@unl.edu for the electronic version of this worksheet.

Graduate Pools

For FY 08/09 graduate pools have been funded to allow deans to hold back 1% of the anticipated 4.4% D-line increase. This provides colleges with a mechanism for building a GA salary reserve pool that can be used for emerging priorities. Each college will determine its own process for distributing the reserve.

Attachments

c: Harvey Perlman, Chancellor
John Owens, Vice President and Vice Chancellor IANR