



**MEMORANDUM**

TO: President John Thrasher  
Provost Sally McRorie  
Vice President Amy Hecht  
Vice President Tom Jennings  
Vice President Gary Ostrander  
Vice President Janet Kistner  
Vice President Stan Wilcox  
Deans, Directors, Department Heads, & HR Representatives

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff  
Michael Lake, Chief Budget Officer, University Budgets

THRU: Kyle C. Clark, Vice President for Finance & Administration

SUBJECT: 2017-2018 In-Unit Faculty & Out-of-Unit Faculty Salary Increases

DATE: September 18, 2017

This memorandum reflects provisions and instructions pertaining to the administration of 2017-2018 salary increases for in-unit and out-of-unit faculty, excluding faculty members employed at Florida State University Schools (FSUS).

The University will be implementing a 2.8% salary increase for faculty members, consisting of a:

- \$1.2 million performance increase distribution,
- \$2.4 million departmental merit pool,
- \$0.40 million Dean's merit pool, and
- \$750,000 market equity pool.

These increases are in addition to our competitive promotional raises and sustained performance increases.

This information is in accordance with the BOT/UFF Collective Bargaining Agreement ratified by the UFF on September 7, 2017.

**Promotional Increases (Effective August 7, 2017)**

Effective August 7, 2017, promotional increases were granted in the amount of twelve percent (12%) added to the base salary in recognition of promotion to the ranks of Associate Professor, Associate Curator, Teaching Faculty II, Instructional Specialist II, Research Faculty II, Associate in Research, and Associate University Librarian, and in the amount of fifteen percent (15%) added to the base salary in recognition of promotion to the ranks of Professor, Curator, Teaching Faculty III, Instructional Specialist III, Research Faculty III, Senior Research Associate or University Librarian. Promotional increases were effective August 7, 2017, and were reflected on the August 18<sup>th</sup> paycheck.

**Sustained Performance Increases (Effective August 7, 2017)**

Full Professors and Eminent Scholars who have been rated above “Official Concern” on their 2017 sustained performance evaluation shall receive a 3% increase to base salary. Sustained Performance Evaluations should have been completed as part of the annual evaluation for all tenured faculty members who have been in rank for at least seven years or since being promoted or achieving tenure. Faculty members who have not received a sustained performance evaluation within the past seven years must receive one prior to receiving a sustained performance increase.

Research Faculty III, Teaching Faculty III, Senior Research Associate, Instructional Specialist III, University Librarians, and Curators who have been working continuously at FSU for seven years or more after their promotion to top rank or equivalent (previous years in equivalent non-tenure track classifications) and who have received a rating above “Official Concern” in each of the previous seven years’ annual evaluations shall receive a 3% increase to base salary. Faculty members who have not received a performance evaluation for the most recent of the past seven years must receive one prior to receiving a sustained performance increase.

Sustained performance increases shall be implemented with an effective date of August 7, 2017. It is the department’s responsibility to ensure eligibility and to initiate the request for the salary increase. If your department has not yet submitted the request, and the faculty members meet the qualification and evaluation requirements above, please submit it via pPAF.

**Performance Increases (Effective September 22, 2017)**

Effective September 22, 2017, a recurring \$650 performance-based pay increase will be added to the annual base salary, pro-rated by FTE, of all faculty members. An additional recurring 0.20% performance-based pay increase will be added to the annual base salary, as of May 5, 2017, of specialized faculty members and non-tenure track faculty other than those in the Teaching (Teaching Faculty I, II, and III), Research (Research Faculty I, II, and III), or University Librarian tracks (Assistant Librarian, Associate Librarian, and University Librarian). Both increases will be effective September 22, 2017, and reflected on the October 13<sup>th</sup> paycheck.

Eligibility for performance increases: 9-month and 12-month faculty (in-unit & out-of-unit) must be employed by FSU (in a salaried position) with continuous service on or before September 10, 2016, and be in active payroll status on the effective date of the increase, to be eligible. Performance increases will be determined by the faculty member’s job classification on the effective date of the increase.

Faculty members must have received an overall annual evaluation of at least “meets FSU’s high expectations” for calendar year 2016 performance to be eligible. Faculty members, who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before the effective dates of the increases, are not eligible for the performance increases.

It is the responsibility of the respective department to notify Rebecca Peterson ([rpeterson@fsu.edu](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by September 24, 2017, of any faculty employees who should not receive a performance increase due to ineligibility. HR will be responsible for communicating names of ineligible employees to the Budget Office and to ERP.

**Market Equity (Effective October 6, 2017)**

For fiscal year 2017-2018, a recurring market equity increase will be added to the annual base salary of eligible tenured, tenure-track, and specialized faculty members in the Teaching, Research, and University Librarian tracks (referenced above). The amount of the market equity increases will be determined using

the December 1, 2016, salary for each eligible faculty member and will be distributed based on the market equity process reflected in Article 23.6, Market Equity. The Office of Human Resources will be working with the Office of Faculty Development and Advancement to determine the amounts for the increases. Market equity increases will be effective October 6, 2017, and reflected on the October 27<sup>th</sup> paycheck.

On or about September 21, 2017, the Office of Human Resources will provide each Dean and/or Department Heads a list of faculty members receiving the increases and the amounts being received.

Eligibility for market equity increases: Eligible tenured and tenure-track faculty members shall include in-unit and College of Law Eminent Scholars, Full Professors, Associate Professors, and Assistant Professors. Eligible Specialized Faculty members shall include in-unit Teaching Faculty I, II, and III; Research Faculty I, II, and III; Assistant University Librarians, Associate University Librarians, and University Librarians. A faculty member in a visiting position is not eligible for the market equity increase. Additionally, 9-month and 12-month faculty must be employed by FSU (in a salaried position) with continuous service on or before September 10, 2016, and be in active payroll status on the effective date of the increase, to be eligible. Market equity increases will be determined by the faculty member's job classification and department as of December 1, 2016.

Any faculty member who has received (1) an overall rating of "Unsatisfactory," "Inadequate," or "Does Not Meet FSU's High Expectations" on any annual evaluation in the last 7 years, or (2) more than one overall rating of "Official Concern" in the last 7 years, will be ineligible for a Market Equity increase. Additionally, any faculty member who has received a notice of contract non-renewal is not eligible for a market equity increase.

It is the responsibility of the respective department to notify Rebecca Peterson ([rpeterson@fsu.edu](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by October 2, 2017, of any faculty employees who should not receive a market equity increase due to ineligibility.

### **1.45% Merit Increases (Effective October 20, 2017)**

The total funding for merit increases is 1.45% of filled positions, based on the last full payroll of the 2016-2017 academic year (May 5, 2017), excluding summer salaries for 9-month faculty members. Of this amount, 1.25% is allocated for departmental merit increases and 0.20% is allocated for deans' merit. The entire 1.45% must be fully awarded. Department merit pools must be used within individual departments only and allocated according to departmental merit criteria. For deans' merit, increases may be used within any department to recognize meritorious performance. Also, for the deans' merit category, the 0.20% portion may be added to departmental merit; however, the 1.25% departmental merit must be used within the designated department only.

Eligibility for merit increases: 9-month and 12-month faculty (in-unit & out-of-unit) must be employed by FSU (in a salaried position) with continuous service on or before September 10, 2016, and be in active payroll status on the effective date of the increase, to be eligible.

Faculty members must have received an overall annual evaluation of at least "meets FSU's high expectations" for calendar year 2016 performance to be eligible. Faculty members who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before the effective dates of the increases, are not eligible for the merit increases.

It is the responsibility of the respective department to notify Rebecca Peterson ([rpeterson@fsu.edu](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by October 5, 2017, of any faculty employees who should not

receive a merit increase due to ineligibility. HR will be responsible for communicating names of ineligible employees to the Budget Office and to ERP.

All merit distribution plans, including distribution of deans' merit, are subject to the review and approval of the Provost. Merit increases will be effective October 20, 2017, and reflected in the November 9th paycheck. The Budget Office will provide worksheets with merit pool calculations on or about September 21, 2017. Please return these worksheets electronically to Gail Friedrich ([gfriedri@admin.fsu.edu](mailto:gfriedri@admin.fsu.edu)) in the Budget Office and send a signed hard copy by return mail to the Budget Office, MC 1360, on or before October 5, 2017.

### **Other Requirements**

#### **Employees Not in Pay Status**

Employees in a salaried position who are not in pay status on the effective dates of the increases but who return to pay status before June 30, 2018, will receive the salary adjustments for merit increases and performance increases at that time, as long as they meet all the eligibility requirements outlined above. Such delayed payments shall be effective on the date the employee becomes eligible. It is the department's responsibility to initiate the request for the salary increase via ePAF or pPAF, and to provide a funding source at that time. Employees not in pay status on the effective date of the increase for market equity increases will not be eligible for the increases.

#### **Funding for the Salary Increases**

**E&G Funded Employees.** The increases for these employees (OMNI fund codes 110, 121, 210, and 211), will be funded by the University.

**E&G Carryforward Funded Employees.** The increases for these employees (OMNI fund code 126, 140, 240, and 241), will be funded from the department's Carryforward resources.

**Non-E&G Funded Employees.** Eligible faculty members whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds should receive the increases, provided resources are available within said funds. Departments should notify the Budget Office in writing of any non E&G budgets that will not have funds for the performance/merit increases as soon as possible.

Should you have any further questions, please contact Renisha Gibbs or Michael Lake.

Thank you.

RG/rp

Cc:	Michael Barrett	Paul Harlacher
	David Coburn	Danni Staats
	Gail Friedrich	Carolyn Egan
	Phaedra Harris	Lorrie Harvey
	Beverly Miller	Rebecca Peterson
	Olivia Pope	Angela McCausland
	Michael Williams	