

MEMORANDUM

TO: President Richard McCullough
Provost Jim Clark
Vice President Michael Alford
Vice President Carolyn Egan
Vice President Amy Hecht
Vice President Marissa Langston
Vice President Joe O'Shea
Vice President Stacey Patterson
Vice President Jeanette Taylor
Vice President Marla Vickers
Deans, Directors, Department Heads

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

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

SUBJECT: 2025-2026 In-Unit & Out-of-Unit Faculty Salary Increases

DATE: September 23, 2025

This memorandum reflects provisions and instructions pertaining to the administration of 2025-2026 salary increases for in-unit and out-of-unit faculty as a result of the tentative agreement reached on August 27, 2025, between Florida State University Board of Trustees (FSU/BOT) and the United Faculty of Florida (UFF). Florida State University Schools (FSUS) faculty are not eligible for these salary increases.

The University will be implementing a 2.25% salary increase for eligible faculty members consisting of a:

- 1.75% Performance Increase (Across-the-Board)
- 0.50% Department Merit Pool

In addition to the performance and merit salary increases, faculty members will receive a one-time, non-recurring bonus of \$1,000, prorated based on their full-time equivalency (FTE).

These increases are in addition to our competitive promotional raises, sustained performance increases, and post-tenure review increases/bonuses.

Promotional Increase (Effective August 7, 2025)

Promotional increases granted: (1) in the amount of 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, (2) in the amount of 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, and University Librarian. Promotional increases were effective **August 7, 2025**, and were reflected in the paycheck dated **August 22, 2025**.

Sustained Performance Increase (Effective September 12, 2025)

Top rank specialized faculty members, which includes those with a classification of Research Faculty III, Teaching Faculty III, Senior Research Associate, Instructional Specialist III, University Librarian, and Curator, with at least five years of continuous University service after their promotion to top rank and who have been rated above “Official Concern” in each of the previous five years’ annual performance evaluation are eligible for a 3% increase to their base salary, effective **September 12, 2025**. Top rank specialized faculty members who previously received a Sustained Performance Increase in August 2020 and met the evaluation rating criteria above are also eligible for a 2025 Sustained Performance Increase. Sustained performance increases shall be implemented with an effective date of **September 12, 2025**, and will be reflected in the paycheck dated **October 3, 2025**.

Please note: The Office of Human Resources provided each College with a list of potentially eligible faculty members. There is no action needed by the department for eligible faculty as the increases will be implemented centrally. However, if a faculty member on the list is deemed ineligible based on the criteria above, please notify Rebecca Peterson, Sr Associate Director, immediately if you have not already done so, at rpeterson@fsu.edu.

Post-Tenure Review Increase – 5%/3% (Effective September 12, 2025)

Eligible tenured faculty members who completed the 2024-2025 Post-Tenure Review process are eligible for an increase to their base salary, effective **September 12, 2025**. Each Professor/Eminent Scholar who received a final Post-Tenure Review rating of “Exceeds Expectations” will receive a 5% recurring increase effective **September 12, 2025**. Each Professor/Eminent Scholar who received a Post-Tenure Review rating of “Meets Expectations” will receive a 3% recurring increase effective **September 12, 2025**. Post-Tenure Review Increases will be implemented with an effective date of **September 12, 2025**, and reflected in the paycheck dated **October 3, 2025**.

Post-Tenure Review Bonus – \$6,000/\$4,000 (Effective September 12, 2025)

Eligible tenured faculty members who completed the 2024-2025 Post-Tenure Review process are eligible for a one-time bonus, effective **September 12, 2025**. Each Associate Professor who received a final Post-Tenure Review rating of “Exceeds Expectations” will receive a \$6,000 bonus effective **September 12, 2025**. Each Associate Professor who received a Post-Tenure Review rating of “Meets Expectations” will receive a \$4,000 bonus effective **September 12, 2025**. Post-Tenure Review bonuses will be implemented with an effective date of **September 12, 2025**, and reflected in the paycheck dated **October 3, 2025**.

Performance Increase – 1.75% (Effective October 10, 2025)

All faculty members will receive a recurring 1.75% performance-based pay increase, calculated based on the faculty member’s **May 5, 2025**, base salary. The increase will be effective **October 10, 2025**, and will be reflected in the paycheck dated **October 31, 2025**.

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, 2024**, and be employed in active payroll status on the effective date of the increase to be eligible.

Faculty members must have received an overall annual evaluation rating of at least “Meets FSU's High Expectations” for calendar year 2024 to be eligible. Faculty members who have been given a notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) are not eligible for the performance increase.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **October 10, 2025**, of any faculty employees who should not receive a performance increase due to ineligibility. HR will be responsible for communicating the names of ineligible employees to the Budget Office and to ERP.

Performance Bonus – \$1,000 (Effective November 21, 2025)

All faculty members will receive a one-time, non-recurring performance-based bonus in the amount of \$1,000, prorated by FTE and less applicable taxes. The increase will be effective **November 21, 2025**, and will be reflected in the paycheck dated **December 12, 2025**.

Eligibility for performance bonuses: 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, 2024**, and be employed in active payroll status on the effective date of the bonus to be eligible.

Faculty members must have received an overall annual evaluation rating of at least “Meets FSU's High Expectations” for calendar year 2024 to be eligible. Faculty members who have been given a notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) are not eligible for the performance bonus.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **November 21, 2025**, of any faculty employees who should not receive a performance bonus due to ineligibility. HR will be responsible for communicating the names of ineligible employees to the Budget Office and to ERP.

Department Merit Pool – 0.50% (Effective November 7, 2025)

The total funding pool is 0.50% of filled positions, based on the last full payroll of the 2024-2025 academic year (May 5, 2025), excluding summer salaries for 9-month faculty members. The full amount is allocated for departmental merit increases. The entire 0.50% must be fully awarded. Department merit pools must be used within individual departments only and allocated according to departmental merit criteria. For fiscal year 2025-2026, Deans' merit will not be implemented.

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, 2024**, 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 rating of at least “Meets FSU's High Expectations” for calendar year 2024 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) are not eligible for merit increases.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **September 26, 2025**, of any faculty employees who should not receive a merit increase due to ineligibility. HR will be responsible for submitting the names of ineligible employees to the Budget Office and to ERP.

All merit distribution plans are subject to the review and approval of the respective Vice President. Merit increases will be effective **November 7, 2025**, and be reflected in the paycheck dated **November 26, 2025**. Distribution of merit will be administered in the budget and planning tool, Adaptive Planning. Access to the system will be granted to existing Salary Preparers, the same individuals who used Adaptive Planning during the April 2024 budget entry window. On or before **October 8, 2025**, the Budget Office will provide merit distribution instructions and system access to Salary Preparers who will have until the close of business on

October 21, 2025, to distribute merit in the system. On or before **October 22, 2025**, the Budget Office will distribute reports via DocuSign for review and approval of planned merit increases. For Academic Affairs, these reports will route to the appropriate Dean/Director, then to the Provost. For all other divisions, they will route directly to the Vice President. The deadline to fully approve the merit distribution reports is **November 7, 2025**.

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 return to pay status before **June 30, 2026**, will receive the salary adjustments for merit increases and performance increases at that time if 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.

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. The Budget Office will process related budget transfers following the effective dates outlined above. OMNI fund codes include 110, 121, 210, and 211.

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

Non-E&G Funded Employees. Eligible faculty members whose salaries are funded from contracts and grants, auxiliary, student activities, technology fee, and other non-E&G funds should receive the increases, provided resources are available within said funds. Departments should notify Katie Perkins (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the increases no later than five business days before the effective date of the increase. The Budget Office will contact departmental budget managers regarding related non-E&G budget adjustments prior to the end of the calendar year.

Should you have further questions about the above, please contact Renisha Gibbs (rgibbs@fsu.edu) or Rebecca Peterson (rpeterson@fsu.edu).

Thank you.

RG/rp

Cc: Jerris Edwards
Jonathan Fozard
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Shelley McLaughlin
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Michael Williams