

**MEMORANDUM**

TO: President Richard McCullough  
Provost Jim Clark  
Vice President Michael Alford  
Vice President Carolyn Egan  
Vice President Amy Hecht  
Vice President Janet Kistner  
Vice President Marissa Langston  
Vice President Stacey Patterson  
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: 2024-2025 In-Unit & Out-of-Unit Faculty Salary Increases

DATE: September 6, 2024

This memorandum reflects provisions and instructions pertaining to the administration of 2024-2025 salary increases for in-unit and out-of-unit faculty as a result of the agreement reached on August 12, 2024, 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 3.5% salary increase for eligible faculty members consisting of a:

- 2.65% Performance Increase (Across-the-Board)
- 0.85% Merit Pool (0.75% Department Merit; 0.10% Dean's Merit)
- \$500,000 Market Equity Pool

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

**Promotional Increase (Effective August 6, 2024)**

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 are effective **August 6, 2024**, and are reflected in the paycheck dated **August 23, 2024**.

**Sustained Performance Increase (Effective August 30, 2024)**

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 August 30, 2024. Faculty members who previously received a Sustained Performance Increase in August 2017, August 2018, and August 2019 and met the evaluation rating criteria above are also eligible for a 2024 Sustained Performance Increase. Sustained performance increases are effective **August 30, 2024**, and will be reflected in the paycheck dated **September 20, 2024**.

Please note: The Office of Human Resources provided each College with a list of potentially eligible faculty members. 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](mailto:rpeterson@fsu.edu). There is no action needed by the department as the increases will be implemented centrally.

**Post-Tenure Review Increase – 3%/5% (Effective August 30, 2024)**

Eligible tenured faculty members who completed the 2023-2024 Post-Tenure Review process are eligible for an increase to their base salary, effective August 30, 2024. Each Professor/Eminent Scholar who received a final Post-Tenure Review rating of “Exceeds Expectations” will receive a 5% recurring increase effective August 30, 2024. Each Professor/Eminent Scholar who received a Post-Tenure Review rating of “Meets Expectations” will receive a 3% recurring increase effective August 30, 2024. Post-Tenure Review Increases are effective **August 30, 2024**, and will be reflected in the paycheck dated **September 20, 2024**.

**Post-Tenure Review Bonus – \$6,000/\$4,000 (Effective August 30, 2024)**

Eligible tenured faculty members who completed the 2023-2024 Post-Tenure Review process are eligible for a one-time bonus, effective August 30, 2024. Each Associate Professor who received a final Post-Tenure Review rating of “Exceeds Expectations” will receive a \$6,000 bonus effective August 30, 2024. Each Associate Professor who received a Post-Tenure Review rating of “Meets Expectations” will receive a \$4,000 bonus effective August 30, 2024. Post-Tenure Review bonuses are effective **August 30, 2024**, and will be reflected in the paycheck dated **September 20, 2024**.

**Performance Increase – 2.65% (Effective September 27, 2024)**

All faculty members will receive a recurring 2.65% performance-based pay increase, calculated based on the faculty member’s May 3, 2024, base salary. The increase will be effective **September 27, 2024**, and will be reflected in the paycheck dated **October 18, 2024**.

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, 2023**, 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 2023 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](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by **September 12, 2024**, 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.

**Merit Increase Pool – 0.85% (Effective October 25, 2024)**

The total funding pool is 0.85% of filled positions, based on the last full payroll of the 2023-2024 academic year (May 3, 2024), excluding summer salaries for 9-month faculty members. Of this amount, 0.75% is allocated for departmental merit increases, and 0.10% is allocated for Deans' merit. The entire 0.85% 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 awarded within any department to recognize meritorious performance. Additionally, for the Deans' merit category, the 0.10% portion may be added to departmental merit; however, the 0.75% departmental merit must be used within the designated department only.

Deans' merit shall be awarded based on the following job-related criteria:

- 1.) Contributions delineated in the departmental criteria but not recognized sufficiently in departmental merit, including teaching, research, or service;
- 2.) Extraordinary contributions to the College and University;
- 3.) Extraordinary accomplishments;
- 4.) Correcting salary inequities.

The Dean shall include in the distribution plan, for each award, which category numbers above were applicable. The plans and lists for the distribution of Deans' merit increases are subject to approval by the Provost or representative, who has the authority to reject them. Upon request by the faculty member, a short explanation reflecting the Dean's rationale for the merit award shall be provided to the faculty member.

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, 2023**, 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 2023 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](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by **September 12, 2024**, 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, including the distribution of Deans' merit, are subject to the review and approval of the respective Vice President. Merit increases will be effective **October 25, 2024**, and be reflected in the paycheck dated **November 15, 2024**. 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 **September 25, 2024**, the Budget Office will provide merit distribution instructions and system access to Salary Preparers who will have until the close of business on **October 8, 2024**, to distribute merit in the system. On or before **October 10, 2024**, 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 **October 25, 2024**.

### **Market Equity (Effective January 31, 2025)**

For fiscal year 2024-2025, 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. The amount of the market equity increases will be based on the base salary as of October 25, 2024, of 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 work with the Office of Faculty Development and Advancement to determine the increase amounts. Market equity increases will be effective **January 31, 2025**, and reflected on the paycheck dated **February 21, 2025**.

On or about **December 9, 2024**, the Office of Human Resources will provide each Dean and/or Department Head a list of faculty members receiving the increases and the increase amounts.

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) 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 **October 25, 2024**.

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 seven years, or (2) more than one overall rating of "Official Concern" in the last seven 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 each department to notify Rebecca Peterson ([rpeterson@fsu.edu](mailto:rpeterson@fsu.edu)) in the Office of Human Resources, in writing, by **January 24, 2025**, of any faculty employees who should not receive a market equity increase due to ineligibility.

As a reminder, faculty members may receive discretionary salary increases for market equity concerns through the Administrative Discretionary Increase (ADI) process. Equity adjustments are for correcting salary inversions or compressions either relative to rank and history of annual performance evaluations or relative to salaries for comparable positions within the discipline. If department/college funding is available, we encourage departments to review the process for requesting increases on the [HR website](#). Questions related to the ADI process or market equity for faculty members can be directed to Rebecca Peterson at [rpeterson@fsu.edu](mailto:rpeterson@fsu.edu).

### **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, 2025**, 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.

**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](mailto: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.

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

Thank you.

RG/rp

Cc: Jerris Edwards  
Jonathan Fozard  
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Shelley McLaughlin  
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