



COLLEGE OF LIBERAL ARTS
Office of the Dean

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MEMORANDUM

To: Deans, Department Chairs, and Directors
From: Randy Diehl, Dean *RD*
Subject: 2018-19 Salary Policy
Date: June 13, 2018

This salary policy and any recommended salary increases are subject to approval of the FY 2018-19 operating budget by the Board of Regents. **Individuals should be notified of their recommended merit at this time.**

SUMMARY

The College of Liberal Arts will implement a merit policy for 2018-19 consistent with instructions from the Office of the President.

Unit heads, in consultation with the unit's governance structure, shall determine how these merit funds will be allocated. Units should be strategic in their decisions. The President's salary guidelines state that salary competitiveness and retention shall be considered the priorities in setting raises. Equity of salaries, such as gender equity, is an additional priority when necessary.

IMPLEMENTATION

The college is providing **recurring funds** equal to 1.4% for the following:

- T/TT faculty salaries calculated as of May 31, 2018, *less* the academic rate of any faculty member separating, anyone in phased retirement on or before August 31, 2018, and those whose salaries are not determined by the department (i.e., department chairs and directors). Individuals who will be promoted effective September 1, 2018 and most individuals receiving FII retention increases are eligible for merit increases. Ineligible FII2 recipients have been excluded from your pool. Faculty with an approved counteroffer effective September 1, 2018 are not eligible to receive a merit increase at this time and are also excluded from your pool.
- Recurring NTT faculty salary allocations listed in the PBIS/CLASP database. The Provost requested that merit increases for NTT faculty be prioritized for faculty members assigned at 50% time or greater. Some NTT faculty may not have assignments in the Fall 2018. However, if they had an assignment during Fall 2017 or Spring 2018, and have an assignment during Spring 2019, they are eligible for recurring merit increases. Recurring increases for non-tenure track faculty with spring only assignments will be processed for Spring 2019. Departments are responsible for reserving sufficient funds from your merit pool to fund these increases.

The college is providing **one-time funds** equal to 1.75% for the following:

- Classified staff and Administrative & Professional staff (A&P) salaries merit allocations calculated on the 2018-19 Budget Update Documents (BUD) on 14 (state) and 20 (AUF) accounts and flat-rate tuition funded accounts (19-97XX-XX series) less the amounts allocated to individuals whose payments are determined by the dean.

ADDITIONAL DETAILS

Faculty Promotions

For promotions in rank effective September 1, 2018, the standard university faculty promotion increases funded by the institution are: \$10,000 for promotion to Professor, \$7,000 for promotion to Associate Professor, \$3,500 for promotion to Clinical Professor, \$3,500 for promotion to Distinguished Senior Lecturer, \$2,500 for promotion to Clinical Associate Professor and \$2,500 for promotion to Senior Lecturer.

In addition, the college will supplement, on a recurring basis, the standard institution faculty promotion amounts for faculty promoted effective September 1, 2018 as follows: \$5,000 for promotion to Professor, \$3,500 for promotion to Associate Professor, \$2,500 for promotion to Clinical Professor, \$2,500 for promotion to Distinguished Senior Lecturer, \$2,000 for promotion to Clinical Associate Professor, and, \$2,000 for promotion to Senior Lecturer.

Individuals who were promoted are still eligible for merit increases in addition to the standard promotion increases.

Joint Faculty

Each department will receive a proportional share of the funding attributable to the salary of a jointly appointed faculty member. Department chairs should work with other units to arrive at a joint salary recommendation. Please begin these negotiations *immediately*, as they tend to take longer to finalize.

Classified and A&P Staff

Any eligible classified and A&P employee may be awarded a one-time merit payment effective September 1, 2018*.

Eligibility requirements (must meet all criteria):

- 1) continuously employed by the University since March 1, 2018
- 2) must have a recent performance appraisal on file with the Dean's Office
- 3) does not have an active Level 2 or 3 Performance Management Plan Reminder

Merit allocations provided by the college are displayed in the PBIS/CLASP database for your reference. Departments may supplement the merit pool with department funds.

*Staff whose positions are fully funded by 26-accounts are eligible for recurring merit raises to be funded on 26-accounts provided that 1) the above eligibility criteria are met; AND 2) that the entirety of the increase is funded by the 26-account(s). Staff whose salaries are funded by 26-accounts may not receive one-time merit payments on 26-accounts funds. If the department wishes to award one-time merit to these

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employees, non-26 funds must be used. For positions that have funding split between a 26-account and another funding source, the merit must be one-time and paid from a non-26 account. Individuals may not receive both recurring and one-time merit.

Justifications will need to be provided for any individual merit payment (or raise) over 8%. Units are responsible for funding merit increases awarded to employees who are paid from accounts other than 14, 20, and 19-97XX. Examples include indirect cost return accounts, Option III program accounts, contracts and grant (26) accounts, gift or endowment (30) accounts, and service center (18) accounts.

Note: Departments are responsible for reserving sufficient funds from your merit pool for any individual who will be eligible for a March merit increase.

Teaching Assistants (TAs) and Assistant Instructors (AIs)

College of Liberal Arts TA/AI and Tuition Reduction Benefit (TRB) rates will remain the same for FY18-19. The college supplemental TRB given to Liberal Arts students will be \$381 per long session semester for those appointed 20+ hours per week and \$191 per long session semester for those appointed 10-19 hours per week.

Departments should continue to use the graduate student's status to determine the base TA rate for the student assignment. The increases resulting from changes in student status will be effective September 1, 2018 and will continue through the end of the academic year.

2018-19 rates for TAs/AIs are as follows (per FTE):

- TA with BA: \$27,369
- TA with MA: \$30,149
- AI: \$34,085

Student Employees (including TAs and AIs)

Student employees are not eligible to receive one-time merit payments in 2018-19.

Other Hourly Employees

Other hourly employees are not eligible for one-time merit payments in 2018-19.

PROCESS AND DEADLINES

T/TT and NTT Faculty

Departments should enter their recommendations for T/TT and NTT faculty merit increases into the CLASP database (Merit tab) **by Monday, July 16th**. Please be sure that the annual faculty review rating for each faculty member (T/TT and NTT) is accurately recorded.

The Dean's Office staff will create all HRMS documents related to T/TT faculty salary increases.

Unit staff will be responsible for creating all HRMS Salary Update Documents (SUD) or Modify documents for NTT faculty. These documents must be approved forward to the Dean's Office **by Monday, July 23**. **NOTE:** *The Non-Tenure Track Mass Assign (NTTMA) document is available April 16-June 15 and August 27-October 12. Because the SUD and NTTMA documents were not designed to*

work concurrently, it is recommended that the NTTMA document be final approved before creating the SUD.

Classified and A&P Staff

One-time payments:

- 1) In CLASP: Units should enter their requested one-time payments for staff in the “Proposed Merit” field under the “Classified (or A&P) Employee List” tab **by Monday, July 16.**
- 2) In HRMS: Create the Off-Cycle Payment Adjustment document (OPA) for your unit(s).
 - a. For each individual included on the OPA, include:
 - i. One-time amount
 - ii. Funding source
 - iii. In remarks: date performance appraisal was sent to CoLA HR, and
 - iv. (If applicable) justification of payment over 8%
 - b. For the overall document remarks: “One-time merit for [Your Unit] [Classified or A&P] staff.”
 - c. Please send forward these documents to the Dean’s Office **by Monday, July 23.**

Recurring merit (26-accounts only):

- 1) In CLASP: Units should enter their requested new annual full-time rates for staff in the “Proposed Merit” field under the “Classified (or A&P) Employee List” tab **by Monday, July 16.**
- 2) In HRMS: Create the Salary Update Document (SUD) for your unit(s).
 - a. For each individual included on the SUD, include:
 - i. Amount of increase
 - ii. Funding source
 - iii. In remarks: date performance appraisal was sent to CoLA HR, &
 - iv. (If applicable), how %s will be changed to avoid increase of non-26 allocation; and
 - v. (If applicable) justification of increase over 8%
 - b. For the overall document remarks: “Merit increases for [Your Unit] [Classified or A&P] grant staff.”
 - c. Please send forward these documents to the Dean’s Office **by Monday, July 23.**

If approved by the Board of Regents, one-time merit payments are expected to be paid on Friday, September 21, 2018. Recurring increases will be reflected in the October 1st paycheck.

If you have any questions regarding this policy or its implementation, please contact Kimberly Biar (biar@austin.utexas.edu), Cindy Brewer (cynthia.brewer@austin.utexas.edu), Ann Kelble (ann.kelble@austin.utexas.edu), or David Macha (d.macha@austin.utexas.edu).

2019-20 INFORMATION

Due to 2019 being a legislative year, we will not receive a university salary policy until the session has ended. Salary policy information will be shared with you as soon as it is available.