

College of Biological Sciences Compensation Policies

The College of Biological Sciences strives to compensate its faculty and staff in coordination with the university's compensation philosophy that provides a market-based, performance-driven framework. Salary increases therefore, are to be based on merit, equity and/or market considerations.

The College bases merit raises for faculty on the previous calendar year's activities. Faculty members complete a Faculty Activity Report (FAR) that includes information on teaching, research, and service productivity. That information is then used by chairs to develop raise schedules. Approved Compensation Guidelines from the Office of Academic Affairs & Human Resources are forwarded to department chairs, along with an Excel spreadsheet template which lists faculty and staff current salaries, FTE, a column for recommended increases and the total dollars available to distribute by personnel category. They are asked to bring a draft copy of the completed spreadsheets to their annual budget/salary meeting with the Dean.

For faculty only, the college holds back 0.5% of the approved guidelines. The Dean and fiscal officer meet with each chair to discuss their faculty evaluations for the previous calendar year and to review their salary recommendations. Chairs are asked to provide justification if they request additional increases beyond their approved guidelines. After consultation with all of the chairs, the Dean distributes the 0.5% pool to address superlative merit and/or equity issues, or to help correct compression problems for high-merit faculty. For faculty promotions, department chairs must allocate from their own pool an amount at least equal to the approved guideline percentage. Faculty salaries for joint or shared appointments between departments or colleges should be discussed by the chairs of the departments. The college fiscal officer will do the same for shared staff appointments. If the two units cannot agree on an increase, the college fiscal officer will work with the units to either change the percentage distribution or create a separate position in each unit.

Department chairs are responsible for distributing the salary guidelines and spreadsheets for A&P and CCS staff paid from grants, set-up funds, or other funding sources, to the respective supervisors, making sure their salary recommendations are completed and returned to the college office. While the College is interested to learn about staff productivity and the rationale for the chair's raise requests, typically the Dean accepts those recommendations without question.

Cash bonuses are encouraged for faculty and staff who have shown exceptional performance or service during the past year. These bonuses are generally paid by the employee's department. Occasionally, if an employee has done an outstanding job in serving the college the previous year, the Dean may recommend and fund a cash bonus.

The college requests that monthly salaries be divisible by 12 and bi-weekly hourly rates divisible by no more than two decimals out.

The college increases department graduate associate general fund budgets by the approved guidelines based on the previous fiscal year-to-date expenditures for graduate associates. Departments are required to give graduate associates an equivalent percent salary increase. If they do not, they must send a letter of explanation to the Dean.

Every faculty and staff member receives written notification of their annual salary increases, and copies are sent to the college office.