

## **GUIDELINES FOR ACADEMIC STAFF SALARY INCREASES**

Salary increases ordinarily occur at the beginning of the academic year, i.e., August 16<sup>th</sup>, as part of the annual appointment and budget cycle. Annual increases should consider issues of merit, equity, and the assumption of additional responsibilities. For staff supported by external funds, units should plan to make salary increases that correspond to the UIS salary increase schedule regardless of the fiscal year of the funding body.

In limited and well-defined circumstances, a request for a salary increase during the academic year (mid-year salary increase) may be approved if it is designed to: 1) remedy a demonstrable salary inequity within the employing unit when there are compelling reasons to make the adjustment outside the normal annual process; 2) counter an immediate written offer to an employee either from outside the University or from another unit; and/or 3) recognize a significant change in an employee's duties and level of responsibility, which may or may not include a change in title.

Specific guidelines for mid-year increases are:

- A written request for a mid-year increase should include a detailed justification for the salary change, the increase amount or percentage increase requested, and effective date of the proposed salary change.
- A request for a mid-year increase should be submitted in writing by the department to the dean/director, division head, and Vice Chancellor for Academic Affairs/Provost for prior approval.
- Mid-year increases should be made effective on the beginning of a payroll period following approval.
- Mid-year increases generally cannot be made retroactive per the State Finance Act. Exceptions to the retroactive salary increase policy are only possible in cases when a staff member's duties and responsibilities change and the specific date on which the change occurred can be clearly determined.

These guidelines do not supersede or replace other required employment approvals, including (a) requests for salary increases made during hiring-freeze periods, which must also be accompanied by a completed Hiring Freeze Exception form, and (b) search waiver requests for academic staff promotions associated with salary increases.\

*Adopted May, 2011*