



October 30, 2017 (Revised November 6, 2017)

To: Deans and Associate Provosts

From: Susan Stapleton, Interim Provost and Vice President for Academic Affairs

A handwritten signature in blue ink, appearing to be "SS", is written over the "From:" line.

Re: Staff Compensation System - Process for Establishing Base Rates of Pay in Academic Affairs

As indicated in the Staff Compensation System: Administrative Guidelines, vice presidents have the discretion to designate division-wide base rate levels for their division. The purpose of this memo is to further define the process to be used by colleges and units within Academic Affairs when establishing base rates of pay for Staff Compensation System employees.

New Hire Base Rate Levels

- New hire base rate levels **above grade minimum** must be reviewed at the dean or associate provost level. The dean or associate provost will forward his or her recommendation to the vice provost for budget and personnel prior to an offer being extended. Once the vice provost for budget and personnel receives the dean's recommendation, a salary equity analysis will be conducted for the new hire. The Office of the Provost and Vice President for Academic Affairs will notify the dean, hiring agent, and the human resources representatives when the offer is approved.

Promotions

- All promotional increases **above grade minimum** must be reviewed at the dean or associate provost level. The dean or associate provost will forward his or her recommendation to the vice provost for budget and personnel prior to an offer being extended. Once the vice provost for budget and personnel receives the dean's recommendation, a salary equity analysis will be conducted. The Office of the Provost and Vice President for Academic Affairs will notify the dean, hiring agent, and the human resources representative when the offer is approved.

Demotions

- In the event of request for a pay change resulting from a voluntary demotion, the dean or associate provost will forward his or her salary recommendation to the vice provost for budget and personnel for review prior to an offer being extended. A salary equity analysis will be conducted. Approval from the vice provost for budget and personnel and the chief human resources officer is required for all pay decisions resulting from demotions.

Lateral Transfers

- Pay decisions for lateral transfers should be reviewed by the dean or associate provost and discussed with the associate provost for budget and personnel prior to an offer being extended.

This process will remain in effect for Academic Affairs until further notice.