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### Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: June 12, 1981" (1981). *SIUE "Bulletin"*. 293.

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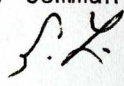
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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 12, No. 34  
June 12, 1981

MEMO TO: The University Community  
FROM: Earl Lazerson   
SUBJECT: FY1982 Salary Increase Plans

At its meeting of June 11, 1981, the SIU Board of Trustees approved the following salary increase guidelines for employee groups at the University. These guidelines will be used to distribute FY1982 salary increase funds. In the case of faculty employees, the complete provisions of the recently approved Faculty Salary Plan (Faculty Senate Welfare Council #1-80/81) will be utilized. The guidelines for faculty employees, reprinted below, excerpt the principal elements of the plan.

## 1. Guidelines for Faculty Employees

Salary increases for faculty employees shall be determined in accord with the Faculty Salary Plan approved by the President March 13, 1981. The principal elements of the plan are the following.

- a. Of the full state appropriation for salary increases for faculty, expressed as a percentage, three (3) percent shall be allocated for merit increases and the remainder shall be allocated for 'standard increment' (SI) increases. Each school or equivalent unit shall receive for distribution a salary increase allocation proportionate to its salary base.
- b. The awarding of SI increases and the amount of individual merit increases shall be based upon an evaluation process in which each faculty member's performance is reviewed in accord with procedures adopted by each school or equivalent unit. The review process must include an evaluation by an elected peer review body. A statement of minimum performance expectations for its faculty members shall be approved by a majority of the faculty members of each school or equivalent unit.
- c. Each faculty member is responsible for providing materials to be used in the evaluation. The chairperson or other individuals responsible for the evaluation are obligated to make their recommendations on the basis of the evidence provided and other performance data and material routinely available to the school or unit.

- d. The SI increase shall be awarded as a percentage increase in the individual's monthly base salary for each faculty member performing at least at the minimum satisfactory level.
- e. Each school or equivalent unit shall define a policy and procedure, including an elected peer review body, to be used in the determination and distribution of merit increases. The policy must include a definition of the relative emphasis to be placed on teaching, research, university service, and public service for purposes of merit salary increases. There is no automatic right to a merit increase and, therefore, merit increases shall not be determined on an across-the-board basis.
- f. Since there are differing levels of performance, there should be differing levels of merit increases. The salary plan recommends that units establish at least three merit levels. Each school or equivalent unit shall place individuals performing above the minimum acceptable level into their respective merit categories using the unit's evaluation procedures. Each school or equivalent unit shall determine the relative weights for each of the merit categories.
- g. Insofar as possible, internal reallocations should be used to fund the merit portion of the salary plan by using money accruing from retirement of individuals at high salary levels and hiring individuals at lower salary levels.
- h. The majority of the faculty of a school or equivalent unit may request from the Vice President and Provost permission for the unit to be exempted from the University salary plan for faculty and to use a salary increase distribution system commensurate with the mission and goals of that unit, as well as with market value. Any such distribution system must demonstrate through a process and rationale that the unit's criteria and procedures are rigorous and demanding of faculty excellence.

## 2. Guidelines for Professional Staff Employees

- a. Each professional staff employee whose performance has been demonstrably satisfactory shall be eligible for an increment equal to the percentage appropriated by the state, subject to the conditions of 2.b. below.
- b. In accord with the professional staff rules and regulations, the supervisor of each professional staff employee must conduct, during the winter quarter, an oral and written performance evaluation based upon the individual's written job description and any mutually agreed upon developmental goals. If the employee's performance has been demonstrably unsatisfactory and the supervisor can document that it has not improved, the supervisor may recommend to the Vice President and Provost (with copies to the employee) that no salary increase be awarded to the employee. In such case, a second performance review will be conducted during the summer quarter to determine whether the

employee has overcome demonstrable deficiencies noted at the time of the winter quarter evaluation. If sufficient progress has been made, the supervisor may recommend to the Vice President and Provost that a salary increase, in accordance with the original percentage basis, become effective October 1, 1981.

3. Guidelines for Civil Service Open Range Employees

- a. Each Civil Service open range employee whose performance has been demonstrably satisfactory shall receive an increase equal to the regular salary adjustment percentage appropriated by the state, effective July 1, 1981, subject to the conditions of 3.b. below.
- b. In accordance with Civil Service employee evaluation policies at SIUE, the supervisor of each Civil Service open range employee must conduct annually an oral and written performance evaluation based on the individual employee's written job description and any mutually agreed upon developmental goals. If an employee's performance was demonstrably unsatisfactory at the time of the evaluation and the supervisor documents that the employee's performance has not improved, the supervisor may recommend through channels to the appropriate Vice President or Director (with copies to the employee) that no salary increase be granted to the employee. In such a case, a second performance evaluation will be conducted during the summer quarter to determine whether the employee has overcome the deficiencies noted at the time of an annual evaluation. If sufficient progress has been made, the supervisor may recommend, through channels to the appropriate Vice President or Director, that a salary increase, in accordance with the original percentage basis, be granted and be effective October 1, 1981.
- c. Utilizing internal reallocation and 'catch-up' funds appropriated by the state, a funding pool shall be established for distribution to open range employees. These funds will be distributed in accord with a plan to be developed by the administration and the SIUE University Staff Senate. The plan will address the issues of compression, equity with Personnel Code departments, and longevity in relation to open range employees. Distribution of funds under the plan will be effective upon completion of the plan.

4. Guidelines for Persons Holding Graduate Assistantships

The salary ranges of stipends for persons holding graduate assistantships will not be adjusted. Funds received from the state will be used to expand the number of graduate assistantships at the University.

5. Guidelines for Student Workers

Wage rates for student workers will not be adjusted. Funds received from the state will be used to expand the number of employment opportunities for students at the University.