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## Edwardsville Bulletin: June 9, 1980

Southern Illinois University Edwardsville

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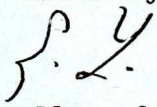
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# Edwardsville Bulletin

*To the Faculty and Staff of Southern Illinois University at Edwardsville*

Vol. 12, No. 12  
June 9, 1980

MEMO TO: The University Community  
FROM: Earl Lazerson   
SUBJECT: Salary Increase Plans for Fiscal Year 1981

So that each of you will have complete information concerning proposed salary increase guidelines applicable to your employment status, I am attaching the guidelines which will be submitted to the Board of Trustees for approval at the Board meeting of June 12. The amount of money available for salary increments will of course depend on the action of the legislature and the Governor.

Guidelines for faculty salary adjustments were developed by the Acting Vice President and Provost in consultation with the President-elect of the Faculty Senate, members of the Faculty Salary Committee, Academic Deans, and the Acting President.

Somewhat earlier, a two-phase salary plan was developed by the Faculty Salary Committee; however, only phase I was accepted by the Faculty Senate. Without endorsement of phase II, which, proceeding from bases established in phase I, provided for further implementation in FY 82 and thereafter, it was considered inappropriate to go forward with phase I in FY 81. With some modification, the guidelines which we are now submitting to the Board of Trustees for application in FY 81 are those developed last year by the Faculty Salary Committee and strongly supported by the Faculty Senate at that time.

It is imperative that we attain continuity and stability in our planning for faculty salaries. I have therefore requested the Acting Vice President and Provost to begin immediately to analyze and refine the salary proposal introduced this year by the Faculty Salary Committee. This undertaking will be completed by the end of the summer quarter. Interaction with the Faculty Salary Committee and a process of consultation and critique will begin early in the fall quarter to the end that an acceptable long range plan may be completed by January 1, 1981.

Guidelines for professional staff employees were developed by the Acting Vice President and Provost in consultation with the Professional Staff Panel of the University Staff Senate. Guidelines for civil service range employees were developed by the Vice President for Business Affairs in consultation with the University Staff Senate. Guidelines for persons holding graduate assistantships were developed by the Dean of the Graduate School, the Graduate Council, and the Acting Vice President and Provost. Guidelines for student workers were developed by the Office of Student Work and Financial Assistance and the Vice President for Student Affairs.

Attachments



## EXHIBIT A

### Salary Increase Plans for Fiscal Year 1981, SIUE

#### 1. Guidelines for Faculty Employees

- a. The full state appropriation for salary increases for faculty expressed as a percentage of the base shall be applied as cost-of-living and performance adjustments.
- b. The cost-of-living adjustment shall be \$140 per month for full-time faculty employees.
- c. The monies remaining after application of the cost-of-living adjustment shall be applied as performance increments which shall be computed uniformly as a flat percentage of monthly salary less \$1,300. [Because of variables unresolved at this time, it is not possible to provide a precise statement of the percentage that will be available for performance increments. However, it is expected to be approximately 4.5 per cent. The non-recurring monies applied as outstanding performance awards in FY 80 will become a part of the funding available for performance increments in FY 81.]
- d. Eligibility for increments as described in the foregoing shall be governed by (1) level of performance and (2) other appropriate factors as determined by the Office of the Vice President and Provost.
- e. A faculty member whose performance is demonstrably inadequate shall be ineligible for both the cost-of-living adjustment and the performance adjustment.
- f. A faculty member whose performance is judged to be meritorious shall be eligible for the performance adjustment.
- g. Unit recommendations concerning the eligibility of each faculty member for cost-of-living and performance adjustments shall follow from peer review conducted in accordance with formal unit guidelines and criteria. In the absence of such guidelines and criteria, current University guidelines on promotion and tenure may be used. Those units that desire additional time for the purpose of reviewing guidelines and criteria to be applied in the assessment of merit may delay merit recommendations until such review has been completed. Decisions on merit increases delayed for this reason will be retroactive to July 1, 1980. Written notice and justification of all recommendations not to award cost-of-living or performance adjustments, shall be provided to the faculty members affected and to the Office of the Vice President and Provost by the appropriate Dean or Director.
- h. Those faculty members who receive the full amounts possible for cost-of-living and performance but remain below the minima for ranks established in FY 80 will be brought to the minimum for that rank by the use of reallocated monies.
- i. In the event the method of allocation described in b and c above proves detrimental to a unit, alternatives may be entertained by the Vice President and Provost if in his judgment, such proposed alternatives have strong faculty support in the affected unit and if it can be demonstrated that such alternative plans are in the best interest of the unit and institutional achievement.



2. Guidelines for Professional Staff Employees

- a. Each administrative 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 accordance with administrative staff personnel policies at SIUE, the supervisor of each administrative staff employee must conduct, during the winter quarter, 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 to the appropriate Vice President (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 the winter quarter evaluation. If sufficient progress has been made, the supervisor may recommend to the appropriate Vice President that a salary increase, in accordance with the original percentage basis, be granted and be effective October 1, 1980.
- c. State appropriated salary increase funds remaining unassigned after October 1, 1980, and any reallocated monies available for merit/equity consideration will be distributed as merit/equity adjustments on the basis of guidelines prepared by the Vice President and Provost in consultation with the Professional Staff Panel of the University Staff Senate.

3. Guidelines for Civil Service Open Range Employees

- a. Each Civil Service Open Range employee will receive an across-the-board increase equal to the percentage increase in salary monies appropriated by the state, 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 (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 the annual evaluation. If sufficient progress has been made, the supervisor may recommend, through channels to the appropriate Vice President that a salary increase, in accordance with the original percentage basis, be granted and be effective October 1, 1980.
- c. State appropriated salary increase funds remaining unassigned after October 1, 1980, and any reallocated monies available for merit/equity



consideration will be distributed as merit/equity adjustments on the basis of guidelines prepared by the Vice President for Business Affairs.

4. Guidelines for Persons Holding Graduate Assistantships

Range of stipends for various classifications of graduate assistants will be as follows:

	<u>Current</u>		<u>Proposed for FY 81</u>	
	<u>50%</u>	<u>25%</u>	<u>50%</u>	<u>25%</u>
First Year Assistant	\$370-395	\$185-198	\$400-425	\$200-213
Second Year Assistant	\$420-445	\$210-223	\$450-475	\$225-238
Doctoral	\$566	\$283	\$610	\$305

Increases will be effective July 1, 1980.

5. Guidelines for Student Workers

Student workers will receive an increase of \$.25 per hour across-the-board. Increases will be effective with the payroll period which includes January 1, 1981.