



## MERIT SALARY RECOMMENDATIONS – INFORMATION TO FACULTY MEMBERS

No: SAAP 7-9

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**Authority:** UWM Faculty Document 2370  
UWM Faculty Document 960A  
(Second Revision) and UWM Administration

**Initiator:** Provost

**Responsible Party:** Provost

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### Definitions

Department Chair: Chair of a department or chair of an executive committee of a non-departmentalized school.

Executive Committee Salary Recommendation: The dollar amount, or the point equivalent of the dollar amount, that the Executive Committee recommends to be awarded to a faculty member from that portion of the salary increase over which the executive committee has primary responsibility for making a recommendation with respect to distribution.

Administrators' Salary Recommendation: The dollar amount, or the point equivalent of the dollar amount, that the Dean and/or chief campus administrator recommends be awarded to a faculty member from that portion of the salary increase over which the Dean and/or chief campus administrator has primary responsibility for making a recommendation with respect to distribution.

Prompt: Before the recommendation is forwarded to the next administrative level, before the recommendations are forwarded to the Board of Regents, and in sufficient time to allow the faculty, either individually or in concert, to protest the recommended action.

Rationale: A written statement, developed in the context of departmental and institutional merit criteria, that adequately communicates the reason for a salary recommendation.

### Policy

1. Department Chairs shall give each faculty member prompt written notice with amount and rationale for department salary recommendation; notice must be provided before sending salary recommendations to the Dean.

2. The Dean shall inform the Executive Committee of any inadvertent miscalculations of departmental salary recommendations and how this miscalculation was resolved. Furthermore, the Dean shall inform the Executive Committee of any salary recommendations that are not in accordance with UWM and/or System policy as defined by the University of Wisconsin System Board of Regents. Finally, the Dean shall inform the faculty of the school and/or college of the criteria to be used for the dean's administrative salary recommendations.

2.1 If no changes to Executive Committee salary recommendations are contemplated, the Dean shall give prompt written notice to the Executive Committee of departmental and Dean's salary recommendations that will be transmitted to the Provost.

2.2 Apart from the correction of inadvertent calculation errors in the Executive Committee's salary recommendation, if the Dean contemplates any change in the Executive Committee's salary recommendation for one or more faculty in the department, the Dean shall give prompt written notice to each faculty member whose salary is affected to inform him/her of the amount and justification for the proposed change. The Dean shall also forward a copy of this written communication promptly to the Department Chair and the Executive Committee.

2.3 Having been so notified, the Executive Committee will formally consider in the appropriate forum whether it accepts the Dean's proposed change. Consultation between the Dean and Executive Committee is expected as part of the process by which the Executive Committee reaches a decision.

2.4 If the Executive Committee accepts the merit allocation proposal by the Dean, the recommendation is forwarded promptly to the Provost, in sufficient time to allow the faculty affected, either individually or in concert, to appeal to the appropriate faculty appeal body (e.g. through the University Committee to the Faculty Appeals and Grievance Committee). A communication from the Executive Committee explaining its position shall be included in the documentation accompanying the appeal process.

2.5 If the Executive Committee does not accept the merit allocation proposal by the Dean, the nonagreement and explanation will be communicated to the Dean. If the Dean does not then rescind his/her proposed allocation, the original salary recommendation of the departmental Executive Committee and that proposed by the Dean are both forwarded promptly to the Provost. Communications from the Executive Committee and the Dean explaining their respective positions shall be included in the documentation forwarded to the Provost. The Provost will inform the Dean and Executive Committee of his/her approved recommendation with justification.

3. Upon approval by the Regents of the campus merit exercise, the Dean shall give written notice to each faculty member in the unit of approved final salary, specifying portions allocated by the executive committee, the Dean and the Provost. If portions of the increase come from the Dean and/or Provost, the dean will provide the rationale for these administrative salary increases. The Provost will provide the UWM Faculty Senate with criteria used at the Provost's level.