



MEMORANDUM

TO: President Richard McCullough
Provost Jim Clark
Vice President Michael Alford
Vice President Carolyn Egan
Vice President Amy Hecht
Vice President Janet Kistner
Vice President Stacey Patterson
Vice President Marla Vickers
Deans, Directors, Department Heads

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff
Katie Perkins, Chief Budget Officer, University Budgets

THRU: Kyle C. Clark, Senior Vice President for Finance & Administration

SUBJECT: 2023-2024 In-Unit & Out-of-Unit Faculty Salary Increases

DATE: July 17, 2023

This memorandum reflects provisions and instructions pertaining to the administration of 2023-2024 salary increases for in-unit and out-of-unit faculty as a result of the tentative agreement reached on May 15, 2023, between Florida State University Board of Trustees (FSU/BOI) and the United Faculty of Florida (UFF). Florida State University Schools (FSUS) faculty are not eligible for these salary increases.

The University will be implementing a 5.25% salary increase for eligible faculty members consisting of a:

- 4.2% Performance Increase (Across-the-Board)
- 1.05% Merit Pool (0.75% Department Merit; 0.30% Dean's Merit)

These increases are in addition to our competitive promotional raises and sustained performance increases as well as a \$1,000,000 Market Equity Pool.

Promotional Increase (Effective August 7, 2023)

Promotional increases will be granted: (1) in the amount of 12% added to the base salary in recognition of promotion to the ranks of Associate Professor, Associate Curator, Teaching Faculty II, Instructional Specialist II, Research Faculty II, Associate in Research, and Associate University Librarian; and, (2) in the amount of 15% added to the base salary in recognition of promotion to the ranks of Professor, Curator, Teaching Faculty III, Instructional Specialist III, Research Faculty III, Senior Research Associate, and University Librarian. Promotional increases are effective August 7, 2023, and will be reflected in the paycheck dated August 25, 2023.

Sustained Performance Increase (Effective August 7, 2023)

Top ranked faculty members, which includes those with a classification of Professor, Eminent Scholar, Research Faculty III, Teaching Faculty III, Senior Research Associate, Instructional Specialist III, University Librarian, and Curator, with seven years of continuous University service after their promotion to top rank and who have been rated above "Official Concern" in each of the previous seven years' annual performance

evaluation are eligible for a 3% increase to their base salary, effective August 7, 2023. Faculty members who previously received a Sustained Performance Increase in August 2016 and met the evaluation rating criteria above are also eligible for a 2023 Sustained Performance Increase. Sustained performance increases shall be implemented with an effective date of August 7, 2023, and will be reflected in the paycheck dated August 25, 2023.

The Office of Human Resources provided each College with a list of potentially eligible faculty members. It is the department's responsibility to ensure eligibility and to initiate the request for the salary increase. If your department has not yet submitted the request, and the faculty members meet the qualification and evaluation requirements above, please submit it via ePAF.

Performance Increase – 4.2% (Effective August 18, 2023)

All faculty members will receive a recurring 4.2% performance-based pay increase, calculated based on the faculty member's May 5, 2023, base salary. The increase will be effective August 18, 2023, and will be reflected on the September 8, 2023, paycheck.

Eligibility for performance increase: 9-month and 12-month faculty (in-unit & out-of-unit) must be employed by FSU (in a salaried position) with continuous service on or before September 10, 2022, and be employed in active payroll status on the effective date of the increase to be eligible.

Faculty members must have received an overall annual evaluation rating of at least "meets FSU's high expectations" for calendar year 2022 to be eligible. Faculty members who have been given a notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before August 7, 2023, are not eligible for the performance increase.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **August 17, 2023**, of any faculty employees who should not receive a performance increase due to ineligibility. HR will be responsible for communicating the names of ineligible employees to the Budget Office and to ERP.

Merit Increase - 1.05% (Effective September 29, 2023)

The total of merit pool is 1.05% of filled positions, based on the last full payroll of the 2022-2023 academic year (May 5, 2023), excluding summer salaries for 9-month faculty members. Of this amount, 0.75% is allocated for departmental merit increases, and .30% is allocated for deans' merit. The entire 1.05% must be fully awarded. Department merit pools must be used within individual departments only and allocated according to departmental merit criteria. For deans' merit, increases may be awarded within any department to recognize meritorious performance. Additionally, for the deans' merit category, the .30% portion may be added to departmental merit; however, the .75% departmental merit must be used within the designated department only. Deans' merit increases that are more than 5% of the faculty member's base salary will require written justification from the Dean.

Eligibility for merit increase: 9-month and 12-month faculty (in-unit & out-of-unit) must be employed by FSU in a salaried position with continuous service on or before September 10, 2022, and be in active payroll status on the effective date of the increase to be eligible.

Faculty members must have received an overall annual evaluation rating of at least "meets FSU's high expectations" for calendar year 2022 performance to be eligible. Faculty members who have been given notice of non-renewal or contract cancellation for non-budgetary reasons (other than contingent non-renewals) before September 29, 2023, are not eligible for the merit increases.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **August 24, 2023**, of any faculty employees who should not receive a merit

increase due to ineligibility. HR will be responsible for submitting the names of ineligible employees to the Budget Office and to ERP.

All merit distribution plans, including the distribution of Deans' merit, are subject to the review and approval of the respective Vice President and the Provost. Merit increases will be effective September 29, 2023, and be reflected in the October 20, 2023 paycheck. Distribution of merit will be administered in the budget and planning tool, Adaptive Planning. Access to the system will be granted to existing Salary Preparers, the same individuals who used Adaptive Planning during the April 2023 budget entry window. Please direct questions or concerns about departmental access to budget@fsu.edu no later than **August 25, 2023**. On or before **August 30, 2023**, the Budget Office will provide merit distribution instructions and system access to Salary Preparers who will have until close of business on **September 12, 2023**, to distribute merit in the system. On or before **September 14, 2023**, the Budget Office will distribute reports via DocuSign for review and approval of planned merit increases. For Academic Affairs, these reports will route to the appropriate Dean/Director, then to the Provost. For all other divisions, they will route directly to the Vice President. The deadline to fully approve the merit distribution reports is **September 29, 2023**.

Market Equity (Effective November 10, 2023)

For fiscal year 2023-2024, a recurring market equity increase will be added to the annual base salary of eligible tenured, tenure-track, and specialized faculty members in the Teaching, Research, and University Librarian tracks. The amount of the market equity increases will be based on the October 1, 2023, salary of each eligible faculty member and will be distributed based on the market equity process reflected in Article 23.6, Market Equity. The Office of Human Resources will work with the Office of Faculty Development and Advancement to determine the increase amounts. Market equity increases will be effective November 10, 2023, and reflected on the paycheck dated December 1, 2023.

On or about **November 3, 2023**, the Office of Human Resources will provide each Dean and/or Department Head a list of faculty members receiving the increases and the increase amounts.

Eligibility for market equity increases: Eligible tenured and tenure-track faculty members shall include in-unit and College of Law Eminent Scholars, Full Professors, Associate Professors, and Assistant Professors. Eligible Specialized Faculty members shall include in-unit Teaching Faculty I, II, and III; Research Faculty I, II, and III; Assistant University Librarians, Associate University Librarians, and University Librarians. A faculty member in a visiting position is not eligible for the market equity increase. Additionally, 9-month and 12-month faculty must be employed by FSU (in a salaried position) with continuous service on or before **September 10, 2022**, and be in active payroll status on the effective date of the increase to be eligible. Market equity increases will be determined by the faculty member's job classification and department as of **October 1, 2023**.

Any faculty member who has received (1) an overall rating of "Unsatisfactory," "Inadequate," or "Does Not Meet FSU's High Expectations" on any annual evaluation in the last seven years, or (2) more than one overall rating of "Official Concern" in the last seven years, will be ineligible for a Market Equity increase. Additionally, any faculty member who has received a notice of contract non-renewal before **November 10, 2023**, are not eligible for a market equity increase.

It is the responsibility of each department to notify Rebecca Peterson (rpeterson@fsu.edu) in the Office of Human Resources, in writing, by **October 2, 2023**, of any faculty employees who should not receive a market equity increase due to ineligibility.

As a reminder, faculty members may receive discretionary salary increases for market equity concerns through the Administrative Discretionary Increase (ADI) process. Equity adjustments are for correcting salary inversions or compressions either relative to rank and history of annual performance evaluations or relative to salaries for comparable positions within the discipline. If department/college funding is available, we encourage

departments to review the process for requesting increases on the [HR website](#). Questions related to the ADI process or market equity for faculty members can be directed to Rebecca Peterson at rpeterson@fsu.edu.

Other Requirements

Employees Not in Pay Status. Employees in a salaried position who are not in pay status on the effective dates of the increases, but who return to pay status before **June 30, 2023**, will receive the salary adjustments for merit increases and performance increases at that time if they meet all the eligibility requirements outlined above. Such delayed payments shall be effective on the date the employee becomes eligible. It is the department’s responsibility to initiate the request for the salary increase via pPAF and to provide a funding source at that time.

Funding for the Salary Increases

Florida State University is pleased to continue to provide significant resources centrally to support annual compensation adjustments. Per the normal practice, please see details for funding below:

E&G Funded Employees. The increases for these employees (OMNI fund codes 110, 121, 210, and 211) will be funded by the University.

E&G Carryforward Funded Employees. The increases for these employees (OMNI fund code 126, 140, 240, and 241) will be funded from the department’s Carryforward resources.

Non-E&G Funded Employees. Eligible faculty members whose salaries are funded from contract and grants, auxiliary, student activities, technology fee, and other non-E&G funds should receive the increases provided resources are available within said funds. Departments should notify Katie Perkins (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the increases no later than five business days prior to the effective date of the increase.

Should you have any further questions about the above, please contact Renisha Gibbs (rgibbs@fsu.edu) or Rebecca Peterson (rpeterson@fsu.edu).

Thank you.

RG/rp

Cc:	Jerris Edwards	Shelley McLaughlin
	Jonathan Fozard	Kerry Peluso
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