

GUIDELINES FOR MID-YEAR SALARY INCREASES FOR ACADEMIC PERSONNEL

In general, salary increases are given to academic staff members (faculty and academic professional) once per contract year. Annual increases should consider issues of merit, equity, and the assumption of additional responsibilities.

For regularly budgeted staff, salary increases should start with the academic year. For staff supported by external funds, we expect that good planning will make salary increases fit the UIC schedule, regardless of the fiscal year of the funding body.

On occasion, a unit may have an exceptional case for a mid-year salary increase recommendation. Exceptions will be considered for cases involving mid-year promotions, substantive increase in responsibilities, and bona fide matching offers. Mid-year salary increases are not to be used by units as a reward for completion of internal probationary periods. It should be made clear to newly hired employees that the starting salary will be in effect until the beginning of the next academic or fiscal year. Mid-year salary increase must be made effective on the beginning of a payroll period (the first of the month) and generally cannot be made retroactive.

The following documentation must be provided if a mid-year salary increase is requested:

The presumption in cases involving substantive increased responsibilities is that the change be significant enough to warrant a change in title. A full job description of what the individual did before and a full job description of the new position description, including the new responsibilities are required. For academic professional position, the Principal Administrative Position (PAPE) form under which the employee is currently employed must be provided as well as a new PAPE showing the change in responsibilities. The Office of Academic Human Resources will determine if the new position description warrants a change in title.

For cases involving matching offers, a copy of the letter of offer should be attached. If this is not possible, a statement indicating the institution making the offer, the contact person's name and title within that institution, and the terms of the offer should be provided.