

Faculty Affairs HR

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SALARY PLANNER

This year, Faculty Affairs HR will be reviewing the submitted salary increases through Salary Planner for faculty.

Examples of what should be included in Salary Planner are:

- Tenure/tenure track [Faculty who have been promoted through the tenure process should have their title adjusted through Salary Planner and updated in NBAPOSN]
- Clinical
- Research
- Interim/Acting high level administrative appts (e.g. interim dean, acting dept head)

Appointments that should not be included in Salary Planner are:

- Visiting
- International*

*Faculty who have a valid Employee Clearance through 8/15/07 will be allowed into Salary Planner. Our office is reviewing job end dates in conjunction with visa end dates. We will modify job end dates accordingly to allow for these employees to load into Salary Planner.

Salary Planner will be used for the UA (unpaid appointments). FAHR previously made the decision to have non-salaried, 0% appointments associated with a budgeted paid appointment to not use the UA e-class. This will be an opportune time to review the UA Salary Planner and submit the necessary information to switch any UA e-classes to the appropriate employee class. The employee will still be

reappointed through the Salary Planner process but will be combined with their salaried information.

Resources

There are a variety of reports that are available through Decision Support. We highly recommend that you utilize the reports to assist you with the salary planner process.

While UIC HR will handle all of the technical questions regarding the Salary Planner process, FAHR will be responsible for reviewing the submissions for faculty.

More information will be forthcoming in the FY07 Budget Guidelines Instructions.

<http://www.uic.edu/depts/oa/faculty>

ACTING VS INTERIM... WHAT'S THE DIFFERENCE?

The modifier "acting" applies when the executive post is filled on a permanent basis, yet the permanent appointee is unavailable, e.g. because of extended travel, sabbatical leave, or illness. The modifier "interim" is used when the executive post is vacant. In other words, an acting officer serves in the absence of a permanent appointee, but an interim officer serves through a period between permanent appointees.

Approval Process

Provost review and approval is required if the interim or acting appointment is a direct report to a Dean or major director of an academic unit. Chancellor review and approval is required if the interim or acting appointment is a direct report to a Vice Chancellor and in some cases, prior Board approval is required. If the interim appointment precedes a permanent appointment, the Board of Trustees will need to grant prior approval of the permanent appointment

Test your knowledge...

Correctly identify the below statements as True or False:

- a) Dean Jones will be on sabbatical leave for the academic year. Professor Smith will be appointed as the Dean for the academic year. Professor Smith should be given the title of Acting Dean.
- b) Dean Johnson has resigned the deanship position effective 05/15. While the search is in process, Professor Patel will be temporarily assuming the position. She should be given the title of Interim Dean.
- c) Dr. Smith will become the interim department head effective 08/16. The appointment requires prior approval by both the Provost and BOT (biosketch).
- d) Professor Iglar is currently the Interim Dean. She will become the permanent Dean beginning in April, however the next Board meeting is not until May. The title will need to remain as Interim Dean until approved by the Board of Trustees.
- e) In the example (a) above, the appointment as acting Dean only requires Provost approval.

Answers on back...

CONTACT INFORMATION

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UPCOMING.....

Faculty BioSketches

Biosketches due 06/05/06 for July 2006 BOT Meeting

PITR Deadline Date

- PITRs / spreadsheets due 05/26/06 for June calc day
- PITRs due 06/23/06 for July calc day
- PITRs due 07/25/06 for August calc day

Promotion & Tenure

06/30/06 PITRs due for non-retention of faculty members with tenure code "2" through "6"

A QUICK TIP

When sending email correspondence to FAHR staff, please be sure to include the UIN! This will help to identify the employee quickly and accurately....

Answers:
 a) T D T c) F (Provost
 only)
 (p) T e) F (BOT also)

OFFER LETTERS

Offer letters are an important piece of the hiring process. They provide essential details regarding the appointment terms, especially when a biosketch and Board of Trustee's approval is required.

Some examples when an offer letter is required:

- When an employee is offered an initial appointment at the university.
- When an employee is reappointed and there is a break in service for more than 1 year.
- When there is a change in terms that affects:
 - 1)Tenure
 - 2)Non-Benefits to Benefits eligible
 - 3)Reduction/Increase in FTE
 - 4)Duties
- When an employee moves to a first time academic appointment; Or when an employee accepts the offer of another academic appt in another department/college

There are six different offer letter templates available on the Faculty Affairs website (<http://www.uic.edu/depts/oa/apptsreftoc.html>). These are examples only and contain the elements you need to include in the offer letters. We want to ensure that you have all the essential components of an offer covered in the letter, however, you are not obligated to use their linguistic style.

ROUNDING CALCULATIONS—REMINDER

Prior to Banner, it had been an on-going practice that when a percent time (FTE) was considered a fractional percent, it was calculated to the 4th decimal place.

The most common usage of this has been for 67% and 33% appointments where you would use .6667 or .3333 to arrive at

the assigned monthly salary for appointments that in Banner will reflect 67% or 33%.

If your unit has a need to round the FTE, please make sure to indicate the actual fractional percentage used to calculate the assigned monthly in the

PITR Comments section. This will help speed up the process, when FAHR staff verify the calculations that have been submitted.

For example, an FTE of 74.4557 would round to 74%.

SABBATICAL PROCESSING

Faculty Affairs HR will be distributing a list of those individuals who have been approved for Fall 2006 or Academic Year 2006-2007 sabbaticals. We will be asking the Colleges to confirm the sabbatical leave and approval terms before processing the

sabbatical leave information both in PEAFACT and on the job.

This update will not occur until after the Salary Planner upload. Please make sure to include employees who will be on a 2006/2007 sabbatical in the Salary Planner process, so that

the employee will be put on a leave at the appropriate academic year salary.

Spring 2007 sabbaticals will be processed in a similar manner. Units will receive a confirmation notice as the spring term draws closer.

A FEW WORDS OF APPRECIATION FROM SURS

From: LCurtis[mailto:empres@surs.org]
 Sent: Tuesday, March 14, 2006 2:35 PM
 To: Bunte, Liz
 Subject: Recognition

On behalf of SURS and the Employer Representatives, Jenny and I would like to express our appreciation of the outstanding efforts that are being made by Amira and Toni in their reporting and follow through. Not only do we feel that they reflect the dedication of your department to meet the concerns of UIC Academic employees, they play a large part in assuring that SURS can process claims and requests in a prompt and efficient manner. We cannot recall a time when we have enjoyed such effective communication and results with UIC. It is our pleasure to acknowledge how grateful we are.

Thanks, Larry Curtis, CRC & Jennifer Natschke
Employer Representatives

Faculty Affairs HR would like to extend its appreciation to 'you' for your participation/response to our inquiries. Great team work reaps great success! Bravo!