

May 20, 2019

TO: Deans of the Schools

FROM: M. Elizabeth Magill, Executive Vice President & Provost

RE: 2019-2020 Faculty Merit Compensation

I write to outline the 2019-20 merit increase recommendation process.

Salary increases will be effective July 25, 2019 for 12-month faculty and August 25, 2019 for non 12-month faculty.

All salary increases are subject to the availability of funding. As such, merit increase proposals should correspond to each unit's budget, as submitted and approved by the Provost. While the average salary merit increase for teaching and research faculty will be 3.0 percent each school's average increase may vary in accordance with its approved plan.

University Human Resources (UVA HR) will distribute specific directions and reports to initiate the faculty merit increase process. Additional details regarding the timeline of the increase process can be found below.

The following are guidelines related to salary increases for teaching and research faculty:

- Salary increases must be awarded in accordance with the Policy on University Faculty Salaries and Bonuses.
- Increase recommendations should take into consideration such factors as performance, market and equity.
- Increases are not awarded "across the board" or on a pre-determined merit-based scale.
- Increase recommendations of zero percent (0%) or greater than ten percent (10%) require a narrative justification and supporting documentation.
- All increases, including those for promotion and tenure, will be effective July 25, 2019 for 12 month faculty members and August 25, 2019 for non 12-month faculty.
- Schools will receive salary recommendation worksheets from UVA HR by May 27.
- Schools should submit faculty merit recommendations to Maggie Harden, Associate Vice Provost for Academic Administration (mph4d@virginia.edu), on or before July 1. Along

with their spreadsheet, schools should submit a short, no more than one page, overview of their methodology for distributing the requested increases.

- Deans will be able to inform faculty after July 24 of approved merit increases per the timeline provided below.

By May 27	Schools will receive Excel worksheets from UVA HR / Total Rewards-Compensation on or before this date
By July 1	Schools submit completed worksheets to the Office of the EVP & Provost for review & approval
By July 22	Provost's Office reviews and approves the salary recommendations
<i>After July 24</i>	Salary increases may be shared with the faculty
By August 5	Schools and Units submit final approved workbooks to UVA HR
August 21	12-month T&R faculty monthly payroll processed
August 30	12-month T&R faculty check date
September 23	Non-12-month T&R faculty monthly payroll processed
September 30	Non-12-month T&R faculty check date

If you have any questions regarding the implementation of the faculty merit increase, please contact Maggie Harden, at 4-0778 or by e-mail at mph4d@virginia.edu.