

Provost and Executive Vice President

Administration Building, Suite 105
PO Box 443152
Moscow ID 83844-3152

Phone: 208-885-6448

Fax: 208-885-6558

www.provost.uidaho.edu

DATE: April 13, 2010

TO: Deans and Unit Managers

FROM: Doug Baker, Provost and Executive Vice President

Keith Ickes, Executive Director of Planning & Budget

SUBJECT: FY2011 SALARY PROCESS



The Provost and Executive Vice President and the Executive Director of Planning and Budget issue the following annual guidelines for the preparation of the FY2011 salary recommendations for all categories of University employees, permanent and temporary. No allocations have been made by the legislature for salary increases this year; however, we will process re-appointment salary agreements for faculty and exempt staff, and classified staff letters to indicate employee salaries for FY2011. Exceptions for increases are noted below.

Other than funds for faculty promotions, no salary increases will be approved for FY2011 appointments. Any consideration for increases or decreases (reclassification, temporary salary increases, re-assignments, etc) will need to be reviewed in consultation with Human Resources and as outlined in the hiring freeze guidelines of December 8, 2008. <http://www.uidaho.edu/transformation/2009/hiringfreeze/dec8criteria.aspx>

Promotion increases will be awarded to those individuals who have met the criteria for promotion in faculty rank. The increases will be processed centrally in the budget office.

For the purpose of competitive retention, postdoctoral positions may be awarded increases based on completion of a satisfactory performance evaluation. Units should award any approved postdoctoral increases through the normal re-appointment process for temporary employees.

For information only:

Salary changes for faculty promotions and postdoctoral fellows effective..... June 27

Salary increases reflected in payroll for promoted faculty and postdoctoral fellows..... July 23

Salary agreements/letters will be issued in the coming weeks for continuing employees (00 suffix) and will reflect annualized salary levels. Units should issue agreements for other faculty and exempt employees using the salary agreement template on <http://www.uidaho.edu/provost/policyguidelines/salary.aspx>

Please contact Brenda Helbling (208-885-7919) in the Provost's Office or Cretia Bunney (208-885-6718) in the Budget Office if you have any questions.