

Faculty Out-of-Cycle Compensation

Revised: July 1, 2002

I. INTRODUCTION (Purpose and Intent)

The following policy should guide the practices of administrators with regard to faculty out-of-cycle compensation.

II. STATEMENT OF POLICY

Faculty may be awarded additional compensation outside the regular salary adjustment cycle in order to address unusual circumstances such as increased responsibilities (temporary or permanent), pre-emptive offers (based upon market conditions), counter-offers and performance. More specifically, each such circumstance should be implemented in the manner shown below:

A. Increased Responsibilities

Compensation may be awarded to recognize a temporary or permanent increase in responsibilities. A temporary increase in responsibilities should be compensated by stipend only and be consistent with the magnitude of the net change in responsibility. Normally, a stipend of not more than 10% of base salary should be sufficient to recognize an increase in responsibilities. Upon completion of the assignment, the stipend will be removed. A permanent increase in responsibilities should be compensated by a base salary adjustment, normally of not more than 10% of base salary, consistent with the magnitude of the net change in responsibility.

In order to assure timely payments of faculty for out-of-cycle salary adjustments, requests are to be received in the Provost's Office 30 days in advance of the desired effective date of the adjustment. This will allow sufficient time to review and approve the request, and to return it to the requesting unit so that an Appointment Status Change Form may be processed in a timely fashion. Further, under most circumstances, the date of implementation will be no earlier than the date the request is received in the Provost's Office. Only under the most unusual circumstances may the Provost consider an exception to this policy.

As a result of implementing this policy, payroll certification deadlines will be met and additional workload associated with retroactive salary payments will be reduced or avoided entirely. Finally, accurate payroll histories will be created and stored in a timely way in GEMS.

B. Pre-Emptive Offers

When a request for a pre-emptive salary adjustment is being prepared, all faculty members in the unit whose salaries may have been affected by changes in market conditions should be reviewed. If it is established that discrepancies exist, the administrator should respond to the discrepancies in a collective fashion, utilizing available resources within the unit. Consideration may be given to utilizing the Market Equity/Salary Enhancement Program (if available) to address the discrepancies.

C. Counter-Offers

In order to retain a faculty member, counter-offers may be awarded only when a written offer exists.

D. Pay for Performance

Pay for performance is a key factor in USF's compensation strategies to pay a competitive wage and to enhance pay for successful outcomes, for the acquisition and application of relevant competencies and/or for contributions valued by the University.

Salary increases under the pay for performance program are given to recognize documented, superior performance. Eligible recipients are teams, groups, or individuals in all pay plans. Such an increase is granted as either a permanent increase to base pay or a lump sum payment.

1. Lump sum payments (Approval at Unit Level) may be given for:

- a short term accomplishment
- performance over a specific period of time or for a specific project/task
- reaching a milestone in the accomplishment of a major goal or objective

Each unit must have written guidelines, including procedures and criteria, for awarding lump sum payments. (NOTE: No approval is required at the Provost's level.)

2. Permanent increases (Approval at the Provost's Level) may be given for:

- outcomes and/or goal accomplishments which have a long-term cumulative impact

- consistently superior performance over a number of years, where lump sum bonuses may have been given
- for superior application of new competencies which are expected to be consistently applied over an extended period of time
- to align base pay more appropriately with market

The President delegates authority to give pay for performance increases to the Provost, the Vice Presidents, and her direct reports, as appropriate, who may further delegate this authority. Each vice presidential area will be responsible for further defining this program, such as identifying any specific performance criteria, required documentation, determining base increase vs. lump sum, and for amounts of increases to be granted.

An out-of-cycle salary increase should normally be awarded only once during an academic year. Except when there is an increase in responsibilities, the effective date of the award should be the beginning of the contract year.

III. PROCEDURE

Please submit a copy of a Request for Approval (See Attachment) to the Office of Academic Affairs, ADM 226.