Faculty Salary Setting
Overview

Janeen Giusti
Introduction

• Annual process led by Planning

• Work closely with:
  – Dean and Sr. Associate Deans
  – Department Chairs and Administrators
  – Faculty Affairs/Staff Associates
  – Finance
  – Human Resources
Timeline—General

• Determined by the Provost’s Deadlines

- **MARCH**
  - Receive Budget Allocation

- **JUNE**
  - Salary Proposals Due

- **SEPTEMBER**
  - New Salaries Effective
Sample Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Budget Approval</td>
<td>3/18/20</td>
<td>3/18/20</td>
<td>1 Day</td>
</tr>
<tr>
<td>Data Gathering/Reconciliation</td>
<td>3/18/20</td>
<td>3/24/20</td>
<td>1 Week</td>
</tr>
<tr>
<td>Finalize Allocation Decisions</td>
<td>3/23/20</td>
<td>3/24/20</td>
<td>2 Days</td>
</tr>
<tr>
<td><strong>Data Verification—Staff Associates</strong></td>
<td>M 3/30/20</td>
<td>F 4/3/20</td>
<td>1 Week</td>
</tr>
<tr>
<td><strong>Data Verification—DFOs</strong></td>
<td>Th 4/2/20</td>
<td>Th 4/9/20</td>
<td>1 Week</td>
</tr>
<tr>
<td>Department Chair Salary Setting + review w/ SAD</td>
<td>M 4/13/20</td>
<td>W 4/29/20</td>
<td>2.5 Weeks</td>
</tr>
<tr>
<td>Senior Associate Deans and Dean review Cluster salaries</td>
<td>5/1/20</td>
<td>5/8/20</td>
<td>1 Week</td>
</tr>
<tr>
<td>Dean reviews and finalize all salaries</td>
<td>5/18/20</td>
<td>5/22/20</td>
<td>1 Week</td>
</tr>
<tr>
<td>Build Provost Binder</td>
<td>5/26/20</td>
<td>5/31/20</td>
<td>4 Days</td>
</tr>
<tr>
<td>Submit Provost Binder to Provost</td>
<td>M 6/1/20</td>
<td>M 6/1/20</td>
<td>1 Day</td>
</tr>
<tr>
<td>Prepare Salary Letters (pending Provost approval)</td>
<td>7/13/20</td>
<td>7/24/20</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Distribute Salary Letters</td>
<td>7/27/20</td>
<td>7/31/20</td>
<td>1 Week</td>
</tr>
<tr>
<td>FY21 Salaries Effective</td>
<td>9/1/20</td>
<td>9/1/20</td>
<td>1 Day</td>
</tr>
</tbody>
</table>
Main Components:
Receive Budget Approval

• Provost Raise % + Any Additional Allocation = Raise Pool

• Additional allocation based upon:
  – Provost’s University-wide review
  – HSDO peer institution salary comparison
  – Other HSDO requests to Budget Group
Main Components: Finalize Allocation Decisions

• Account for transactions paid for by the Dean’s Office:
  – Majority of Retention Expenses
  – Governance Emoluments
  – Appointment & Promotion Actions

• Remainder of the Pool is allocated to the Department Chairs, SADs and Dean
Main Components: Department Administrator Verification

• After Staff Associates have reviewed the population and commitments, ask Department Administrators to confirm current salaries and any known changes in population
Main Components: Department Chair Salary Setting

- Receive worksheet and instructions from HSDO
- Must spend entire allocation on worksheet
- Encouraged to discuss joint appointment salaries
- Meet with SADs to receive approval and make case for any additional adjustments
Main Components: Deans’ Salary Setting

- Sr. Associate Deans use Cluster-wide worksheets to make any changes to Department recommendations

- Dean reviews the School-wide worksheet and makes any final adjustments
Main Components: Approval from Provost

- Submit salary proposals to Provost in a binder with various lists, charts, and scatterplots
- While awaiting approval, prepare Salary Letters
- Provost reviews documentation and approves salaries
Main Components:

Receive Approval from Provost

• Distribute letters

• Load information into PeopleSoft HR System

• Approved salaries effective September 1st
Main Components: Post-September 1st

• Make any corrections or adjustments

• Track ongoing retentions and A&P actions

• Changes are counted toward next year’s Pool
Closing

• Welcome feedback on the reports or process

• I want to thank the Staff Associates, Department Administrators and Chairs, and Deans for making this process as smooth as possible!
Questions?

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