

Raise Process

Non Union and Union Faculty and Academic Staff

Fiscal Year 2023-2024

Resource Guide

This application is used to designate annual faculty and academic staff raise recommendations. The raise model contains salary, appointment, primary job, personnel number, and organizational unit information

This resource guide will build the knowledge base of staff who will utilize Cognos Contributor to enter raise allocations, submission, and workflow.

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Chapter 1: Overview of Raise Process -Non-Union

Introduction to the Non-Union Raise Process

The MSU Board of Trustees approves salary increases for non-union faculty and academic staff on an annual basis. Generally, these increases include a merit pool, and a university-wide Equity and Excellence market pool. Centrally funded promotion increases are also available for eligible faculty and academic staff. Information regarding the allocation and distribution of these increases is provided in the annual salary adjustment and market adjustment memorandums from the Office of the Provost, EVPHS, and Human Resources.

This year, The MSU Board of Trustees approved salary increases for non-union faculty and academic staff/executive management of **4.0 percent** for merit and **1.0 percent** for the university-wide Equity and Excellence market pool. All salary adjustments are effective on October 1, 2023.

Cognos Planning Analytics Raise Model

The Cognos Planning Analytics raise model, located under Planning and Budgets in the EBS portal, is the application used by units to designate annual raise recommendations. Eligible non-union faculty and academic staff members/executive management with appointments on October 1, 2023 are listed within the Cognos Planning Analytics raise model called R01. Information in the raise model for faculty and academic staff members such as the salary, appointment basis, appointing organizational units, etc., is from data in the HR-Payroll System that is effective on October 1, 2023. Faculty and academic staff will appear on lists in the raise model by org unit as well as funding org unit list(s) and any non-funded appointing org unit list(s). The raise model opens in August and units have three weeks to enter raise amounts into the model.

Within the Cognos raise model, units first determine whether faculty and academic staff are eligible to be included in the annual salary adjustment process based on eligibility criteria (see Chapter 4 for eligibility criteria). If eligible, salary adjustments are entered in the raise model.

Data Capture

The raise model reflects all personnel actions that have been processed in the HR-Payroll System as of August 3, 2023.

Control Total Figures

The raise model includes columns for units to provide merit raise amounts, Equity and Excellence market adjustments, and centrally funded promotional increases. All salary adjustments are provided in dollar amounts. A calculated control total is provided by unit and by MAU and dynamically changes based on the amounts entered into the model. Raise control figures may be exceeded by the amounts centrally provided for non-UNTF only.

Finders' List

Each year, employees with executive management and management titles are routed to appear on a list where their raise decisions are made. For instance, the dean of a college would not appear on their own college list for raise considerations, but should be reassigned to appear on the Office of the Provost list for raise considerations. Finders' List entries are compiled by Human Resources, in working with MAU

Fiscal Officers and are entered in the HR-Payroll System so they are reflected in the raise model. Example – if a dean has a Finders' List org associated with the Office of the Provost in the HR-Payroll System, then the dean will only appear in that office's list and not in their own college list.

Joint Appointments

Individuals may appear on multiple org unit lists. For easy reference, the model will indicate whether the employee has a joint appointment and the jointly appointing org unit. For individuals with joint appointments, units must designate employee eligibility by **Friday, August 11**. This deadline was set based on unit feedback to allow units to be aware of which other joint units to work with when determining the raise amount. Before submission, jointly appointing units must agree on raise amounts both at the column-level and total. For R01, the Merit and Deans Withholding columns are an exception to this.

Promotion Increments for Tenure and Continuing System FAS and Non-Union Fixed-Term FAS

Those individuals promoted between October 2, 2022 through October 1, 2023, through a formal promotion review process, are eligible for a centrally-funded promotion increment. These promotion increments will automatically populate in the Promotion column of R01. MAUs should review these for accuracy and contact Human Resources if there is an error.

Chapter 2: Overview of Raise Process -Union

Introduction to the Union Raise Process

The salary increases for union faculty and academic staff in the Union of Non-tenure Track Faculty (UNTF) are negotiated in the collective bargaining agreement. This year's raise of **4.00%** should be awarded on the basis of merit.

For those with split UNTF duties and non-UNTF duties, the MSU Board of Trustees has approved a **4.0%** merit increase for the portion of salary devoted to non-UNTF duties. All salary adjustments are effective on October 1, 2023 .

UNTF employees are not eligible for consideration for a Equity and Excellence market adjustment.

Cognos Enterprise Planning Raise Model

The Cognos Enterprise Planning raise model, located in the EBS portal, is the application used by units to designate annual raise recommendations. UNTF Faculty and academic staff members with appointments on October 1, 2023 are listed within the Cognos Planning Analytics raise model called R02. Information in the raise model for faculty and academic staff member such as the salary, UNTF teaching %, appointment basis, appointing organizational units, etc., is from data in the HR-Payroll System that is effective on October 1, 2023. Faculty and academic staff will appear on lists in the raise model by org unit as well as funding org unit list(s) and any non-funded appointing org unit list(s). The raise model opens in August and **units have 3 weeks to enter raise amounts into the model.**

Within the Cognos raise model, all eligible **UNTF appointments are included in the control totals. Because of this, there is no an option to override eligibility.**

UNTF Salary and Non-UNTF Salary

The raise model will display a UNTF salary and a Non-UNTF salary (if applicable). Since a faculty/academic staff member's duties can be split between UNTF assigned duties and non-UNTF assigned duties (e.g., research), separate eligibility designations and separate raise amounts will be required in the raise model for those faculty and academic staff who do not have a UNTF teaching percent of 100%. For instance, as appropriate, an individual may be eligible for a raise based on their UNTF assigned duties but not eligible for a raise based on their non-UNTF assigned duties, or vice versa.

If a faculty member has UNTF assigned duties and non-UNTF assigned duties, a "UNTF Salary" and a "Non-UNTF Salary" will be displayed. The calculations are provided below.

UNTF Salary Calculation

The portion of salary devoted to teaching courses covered under the UNTF contract is calculated in the following manner:

$$\text{Full Time Equivalent (FTE) Salary} \times \text{UNTF Teaching \%} = \text{UNTF Salary}$$

Non-UNTF Salary Calculation

The portion of salary that is non-UNTF is calculated in the following manner:

$$\text{Step: 1: Full Time Equivalent (FTE) Salary} \times \text{UNTF Teaching \%} = \text{UNTF Salary}$$

Step 2: Full Time Equivalent (FTE) Salary – UNTF Salary = Non-UNTF Salary

Control Totals

The UNTF control total and the Non-UNTF control total are separate pools of monies and calculated from the applicable pool of salaries. These control totals are broken out and displayed separately within the raise model. For instance, the UNTF control total is based on the total UNTF salaries. The Non-UNTF control total is based on the total (eligible) Non-UNTF salaries. The control total for the UNTF portion must be completely allocated within the MAU and cannot fall short or exceed the control total.

The control totals are provided below:

Control Total	UNTF Salary	Non-UNTF Salary
Merit Increase	4.0%	4.0%
Equity and Excellence Market	N/A	N/A
Total	4.0%	4.0%

Joint Appointments

Individuals may appear on multiple org unit lists. For easy reference, the model will indicate whether the employee has a joint appointment and the jointly appointing org unit. Before submission, jointly appointing units must agree on raise amounts both at the column-level and total.

Union Promotion Increments

Those UNTF individuals promoted between October 2, 2022 through October 1, 2023, through a formal promotion process, are eligible for a centrally-funded promotion increment. These promotion increments will not show in the R02 raise model. Instead, Human Resources will automatically identify these promotions increment and will confirm them with MAU Fiscal Officers. They will be manually loaded into the HR-Payroll System after all merit increases have been loaded.

UNTF Designation B Increments

Those UNTF who were awarded UNTF Designation B status and started their UNTF Designation B appointment anytime from October 2, 2022 through October 1, 2023 will be awarded a one-time increment of \$2,000, which will be applied to the individual’s FTE salary after all merit and promotion increments have been applied.

Chapter 3: Finalization of Raise Data and Notifications

Human Resources Review and Finalization of Data

Once the raise amounts have been submitted in the raise model, Human Resources identifies any changes to the data that occurred between the time of the data capture for the raise model and the time of the raise update in the HR-Payroll System. Human Resources will review these changes, discuss with affected MAUs, and will modify the final salary accordingly. The final upload of the raise amounts into the HR-Payroll System will occur in late August through September.

Raise Letters

After the raise amounts have been applied to the salaries in the HR-Payroll System, raise letters are provided for faculty and academic staff members. For the meantime, these are manually generated by Human Resources and emailed to each MAU Fiscal Officer. MAUs should review these letters for accuracy before disseminating to FAS individuals. Any errors should be report to Human Resources immediately.

Enforcement of Minimum Salaries

For all faculty and academic staff as of October 1, 2023, Human Resources will analyze FTE salaries to ensure that salaries meet the minimum pay ranges according to the Academic Salary Guidelines, after the raise has been applied. Those individuals whose FTE salary falls short of the minimum range will be brought to the attention of MAU Fiscal Officers for each MAU. For UNTF individuals, their salary will automatically be adjusted to the minimum. For non-union individuals, MAUs may request an exception to the minimum, which should be provided to Human Resources. Human Resources will facilitate the review of these exceptions with the Office of Faculty and Academic Staff Affairs and the Office of the Executive Vice President for Health Sciences to determine if the exception can be granted.

Chapter 4: Eligibility

General Information

There are standard criteria defined by the university to determine whether an employee is eligible to be included in the raise process. These criteria are provided later in this section.

Units will first designate in the raise model whether an employee is eligible for a salary adjustment by marking the employee as “Yes” (eligible) or leaving blank (not eligible). Please note - UNTF appointments will not have this option.

In addition, an employee may appear in multiple units. If the individual is not eligible for a raise in these units, units will change the entry to appear blank under the “Include in Raise List” column.

Eligibility Criteria for the Non-Union Raise Process

The following are the eligibility criteria for inclusion of non-union faculty and academic staff in the raise process. In some cases, HR has systematically removed the individuals from the raise model who do not meet the criteria. This is noted under applicable eligibility criteria below.

The following are the eligibility criteria for inclusion of individuals in the 2023-2024 process:

- 1) Faculty and academic staff appointed on January 1, 2023, are eligible for salary adjustments unless otherwise specified under the terms of the appointment. **Note:** *Human Resources has systematically removed individuals not meeting this criteria from appearing in the raise model.*
- 2) Faculty and academic staff appointed after January 1, 2023, whose current salary is at the minimum 2022-2023 level should not be included on the recommended salary increases (raise list). Human Resources will automatically make salary adjustments, as necessary, to move the salary rates for these faculty members to the minima in effect for 2023-2024.
- 3) Faculty on terminal consultantships or with specified retirement dates are eligible for salary adjustments and are to receive consideration subject to the approved salary adjustment guidelines.
- 4) Faculty and academic staff whose salary is established/adjusted by an outside agency should not be included on the recommended salary increases. Salary adjustments for such faculty should be made through a Pay Change transaction.
- 5) Faculty and academic staff who are currently on long-term disability should not be included on the recommended salary increases. Their salary rate may be adjusted annually through a Pay and Cost Distribution transaction.
Note: *Human Resources has systematically removed individuals on long-term disability from appearing in the raise model.*

- 6) Faculty or academic staff who will be terminating prior to October 1, should not be included on the raise list.

Note: *Human Resources has systematically removed individuals who are terminating prior to October 1 from appearing in the raise model.*

- 7) Coaches who are appointed on a contractual basis should be provided annual salary adjustments through the reappointment process or through a Pay Change transaction, depending upon the status of their contract.

Note: *Human Resources has systematically removed coaches from appearing in the raise model.*

- 8) Instructors/residents or interns must **NOT** be included on the recommended salary increases. Annual salary adjustments should be provided through a Pay Change transaction.

Note: *Human Resources has systematically removed instructors/residents or interns from appearing in the raise model.*

- 9) Employees on leave without pay on **October 1, 2023** are eligible for the merit increase. The merit increase will be applied to their salary; however, these individuals will not receive an actual earning from this increase until they return from leave.

- 10) Employees with an on-call or no-pay appointment status on **October 1, 2023** are not eligible for the merit increase.

Note: *Human Resources has systematically removed individuals who are in a no pay or on-call status as of October 1 from appearing in the raise model.*

Eligibility Criteria for the Union Raise Process

The following are the eligibility criteria for inclusion of UNTF individuals in the 2023-24 raise process:

- 1) Employees who have an appointment on January 1, 2023, are eligible for salary adjustments unless otherwise specified under the terms of the appointment. For those who were not appointed on January 1, 2023, but were appointed anytime between 08/16/2022 and 12/31/2022, they will be included as eligible to address “fall only” appointments.
 - 2) Employees whose appointment has ended before October 1, 2023 are not eligible for the merit increase.
 - 3) Employees with an on-call or no-pay appointment status on October 1, 2023 are not eligible for the merit increase.
 - 4) Employees on leave without pay on October 1, 2023 are eligible for the merit increase. The merit increase will be applied to their salary; however, these individuals will not receive an actual earning from this increase until they return from leave.
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Chapter 5: Other Reminders

Joint Appointments

For individuals with joint appointments in R01, units must designate whether the employee is eligible by Friday, August 11. This deadline allows units to be aware of which other joint units to work with when determining the raise amount. Before submission, jointly appointing units must agree on raise amounts.

Equity and Excellence Market Increase Deadline

Individual market adjustments recommendation are due by 5:00 p.m., Friday, August 25 within the Equity and Excellence (Provost Market) Market raise model.

Submission Process for Justification for Equity and Excellence Market Recommendations

MAUs will be required to submit justification for Equity and Excellence Market recommendations. A brief summary of the college proposal including total funding requested, the total number of faculty and academic staff/executive management recommended for a market increase, salary history for individuals, marketability of individuals, and relevant unit and MAU averages must be submitted electronically to the corresponding executive office. See the contact information provided in the [market adjustment memos](#).