To: Deans and Other Supervisors
From: John D. Vander Weg, Associate Provost for Academic Personnel
Subject: Evaluation and Salary Adjustment Program for Academic Staff
Date: January 29, 2016

This memorandum and its attachment provide procedures and guidelines for the evaluation phase for represented academic staff. The 2013–21 WSU/AAUP-AFT Agreement provides for a 1.25% across-the-board salary increase and a selective salary pool of 1.25% for represented academic staff. Please note: this memorandum and the attached guidelines apply to the selective salary evaluation of academic staff only. Instructions and guidelines for represented faculty will be distributed in a separate mailing.

1. Departmental evaluations need to be completed during April and early May. In those units with at least three tenured/ESS staff, an elected Staff Salary Committee should be constituted, and evaluations must be conducted by the Committee, chaired by the chair or director (with vote). Staff must be informed of the unit salary committee evaluation and numerical ratings within 5 days of the committee meeting.

2. Completed departmental evaluations must be forwarded to the appropriate Dean or Vice President no later than May 15 for consideration by elected Staff Salary Committees at the School, College, or Division level. School, College, and Division reviews should be completed no later than June 10, 2016. Staff must be informed of the School/College/Division salary committee evaluation and numerical ratings within 5 days of the committee meeting. Unit committee reviews must be completed no later than May 13.

3. Under a letter of agreement with the AAUP, academic staff in the Schools of Medicine, Law, and Social Work, the College of Nursing, Honors College, and the Athletics Department, will elect a staff salary committee of 3–5 members without respect to the number of available academic staff with ESS or tenure. These unit committees will be chaired by the appropriate Dean or Director with vote. Staff must be informed of the unit salary committee evaluation and numerical ratings within 5 days of the committee meeting. Unit committee reviews must be completed no later than May 13.

If an academic-staff member in Medicine, Law, Social Work, Nursing, Honors, or Athletics questions the unit committee’s ratings, the staff member must request a reconsideration by the University Staff Tenure and Promotion Committee within 10 working days. The academic-staff member’s annual report, professional record, and the staff salary committee’s ratings with written rebuttal attached must be forwarded to the Associate Provost for Academic Personnel by the staff member. The University Academic Staff Tenure and Promotion Committee will review the ratings assigned by the
Unit Staff Selective Salary Committee under Article XXIV.II.C.2 of the WSU/AAUP-AFT agreement. The University Academic Staff Tenure and Promotion Committee, chaired by the Associate Provost for Academic Personnel with vote, will review all materials and provide a final set of ratings, which will be communicated to both the staff member and the appropriate Chair/Dean/Director. The University Committee’s ratings shall be used to determine eligibility for selective salary increases at the unit level.

4. No lists of eligible individuals are provided at this time; all eligible represented academic staff must be evaluated. (The evaluation for salary adjustment is in addition to, and separate from, the detailed, annual written evaluation, per the WSU/AAUP-AFT contract, of an academic staff member who is eligible for, but has not attained, tenure or employment security status.)

5. There will be future correspondence providing instructions for data entry of scores, selective increases, and promotional increases.

Attachment: 2016 Guidelines for Evaluation of Academic Staff