



MEMORANDUM

TO: Deans and Other Supervisors

FROM: Boris Baltes, Senior Vice Provost for Faculty Affairs and Academic Personnel

SUBJECT: Salary Review Program for Represented Academic Staff

DATE: January 27, 2025

This memorandum and its attachment provide procedures and guidelines for the evaluation phase for represented academic staff. Please note: this memorandum and the attached guidelines apply to the salary review of academic staff only. Instructions and guidelines for represented faculty are distributed in a separate mailing.

1. The salary review process has undergone significant changes after the ratification of the 2024-27 AAUP collective bargaining agreement. Administrators should take extra care reviewing the new guidelines for academic staff, specifically noting that ratings will now be given as satisfactory or less than satisfactory.
2. Departmental evaluations need to be completed during April, May, and June. In those units with at least three tenured/ESS staff, an elected Academic 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 ratings within ten (10) days of the committee meeting.
3. Staff must be informed of the School/College/Division salary committee evaluation and ratings within ten (10) days of the committee meeting. **Committee ratings may be adjusted by Deans/AVPs. If final ratings are adjusted by the Dean/AVP, these must be shared with the academic staff member in question within ten (10) days.**

For schools/colleges without three (3) or more ESS/tenured academic staff members and Athletics.

There shall be an academic staff salary committee for each school/college without three (3) or more ESS/tenured academic staff members. There shall be no minimum of tenured or employment security status academic staff members on these Salary Committees. The committee shall consist of no more than five (5) members elected by the academic staff in the unit, with the size of the committee determined by the academic staff in the unit. The Vice President/Dean/Director (or their designee) shall chair the salary committee with vote. The final ratings assigned by the Committee will be provided to individual academic-staff members in writing within ten (10) days after ratings are determined.

If an academic-staff member questions a given rating, the staff member must request a reconsideration by the University Staff Tenure and Promotion Committee within ten (10) working days of receiving the unit committee ratings. The academic-staff member's annual report,

professional record, and the unit 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 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 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 or those academic staff who are serving term appointments but are ineligible for tenure or employment security status.)
5. Upon the request of the academic staff member receiving a score of less than satisfactory in any review category to the chair/director or similarly situated unit administrator, a meeting with that administrator will be held within ten (10) days to ascertain the reasons for the rating(s) and review recommendations, and resources available, including funds, for improvement.
6. There will be future correspondence providing instructions for data entry of ratings and promotional increases.

Attachments: 2025 Guidelines for Evaluation of Academic Staff
January 22, 2025 Letter of Agreement: Academic Staff Salary Review Process
and Committees