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**MEMORANDUM**

**TO:** Deans and Other Supervisors

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

**SUBJECT:** Evaluation and Salary Adjustment Program for Represented Academic Staff

**DATE:** January 23, 2023

This memorandum and its attachment provide procedures and guidelines for the evaluation phase for represented academic staff. The 2021–2024 WSU/AAUP-AFT Agreement provides for a 1.25% across-the-board salary increase and a selective salary pool of 1.00% for academic staff in Academic Year 2023-24 (Article XII). Please note: this memorandum and the attached guidelines apply to the selective salary evaluation of academic staff only. Instructions and guidelines for represented faculty are 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 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 numerical ratings within ten (10) days of the committee meeting.
2. Completed departmental evaluations must be forwarded to the appropriate Dean or Vice President no later than May 16, 2023, for consideration by elected Academic Staff Salary Committees at the School, College, or Division level. School, College, and Division reviews should be completed no later than June 9, 2023. Staff must be informed of the School/College/Division salary committee evaluation and numerical 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.**
3. Under a letter of agreement with the AAUP (attached), 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 five (5) days of the committee meeting. Unit committee reviews must be completed no later than May 16, 2023.

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 Academic Staff Tenure and Promotion Committee within ten (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 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 3, 3.5, or 4 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 scores(s) and review recommendations, and resources available, including funds, for improvement.
6. There will be future correspondence providing instructions for data entry of scores, selective increases, and promotional increases.

Attachments: 2023 Guidelines for Evaluation of Academic Staff  
May 7, 2014 Letter of Agreement: Academic Staff Selective Salary Process and Committees