

2023-24 Faculty Merit Process

LISA BLACKWELL

FINANCE INFORMATION TECHNOLOGY

April 10, 2023

AGENDA

- 2023 Faculty merit adjustment process
- 2023 highlights
- Important reminders
- Timeline for 2023
- FacSal demo
- Questions

MERIT MEMO

- Memo from Ron Fricker and Tim Hodge distributed via email on March 23, 2023
- Provides the detailed instructions for the 2023 faculty merit process
- While the state budget has not yet been finalized, the university is moving forward with previously approved 5.0% increase adopted by the 2023 General Assembly.
- **Implementation of the final merit process may need to be modified to reflect the outcome of state budget decisions and university authority**
- If you need a copy of this memo, contact Tori Williams at **toriw75@vt.edu**

MERIT PROCESS FLOW



2023 HIGHLIGHTS

- 5% Compensation Program has two components:
 - Faculty merit pool (4%)
 - Special Adjustment Pool (Includes National Distinction and Outstanding Contributor NDP/OC) (1%)
- Senior Management Area may NOT supplement the 4% merit component
- Senior Management Areas may supplement the 1% NDP/OC by reallocating existing resources
- Average faculty merit increase should be 4% by faculty category (T&R and A/P)

2023 HIGHLIGHTS

- Special Salary Adjustments will be allowed in the 2023 process
- Senior Management Areas may supplement the 1.0% pool by reallocating existing resources for special adjustments
- Only one special salary adjustment per faculty member is permitted. Choose the one that is most appropriate for the action.
 - National Distinction and Outstanding Contributor (NDP/OC)
 - Adjustment for Internal Alignment
 - Adjustment for External Market Competitiveness
 - Adjustment for Retention
 - Adjustment for Increased Responsibility

IMPORTANT REMINDERS

- Faculty members are expected to have received a performance evaluation by their supervisor or department head within the preceding 12 months (informed by the Faculty Activity Report (FAR))
- Faculty with employment hire dates after December 10, 2022 are not eligible
- Increases are effective on June 10, 2023 for calendar year (CY) faculty
- Increases are effective on August 10, 2023 for academic year (AY) faculty

IMPORTANT REMINDERS

- Distribution of funds for increases is based on 5.0% of actual E&G faculty salaries up to 5.0% of E&G salary budget
- Funds distributed to colleges as part of the PIBB allocation and to other Senior Management Areas through the traditional process
- P&T increases will NOT be effective until after the merit cycle and will not be loaded into FacSal.
- Units are required to set aside 5.0% for Deans, VPs, UDPs and ADPs
- Units are required to set aside 5.0% for senior administrators

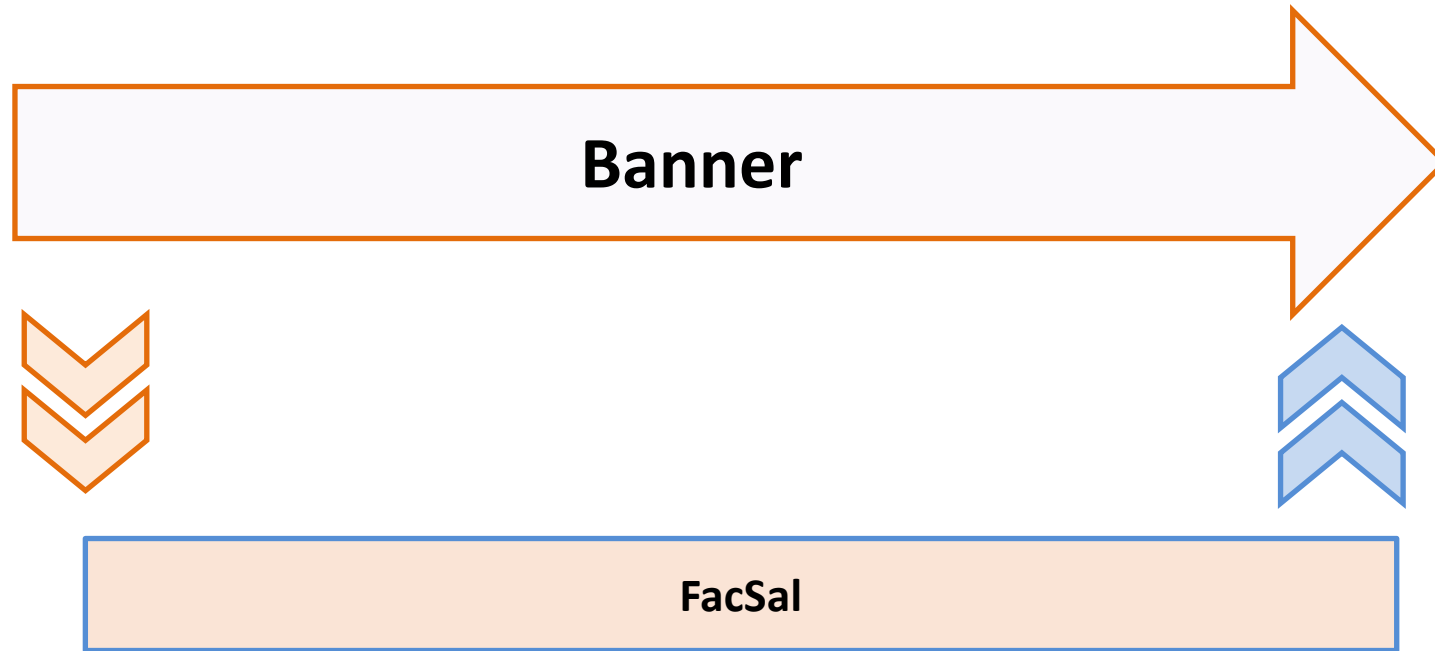
TIMELINE

2023 Schedule for Faculty Merit Adjustments

March 23	Faculty Merit Process memorandum is distributed
April 6	Deadline for all faculty salary actions until June 11
April 10	FACSAL database opens to fiscal officers
April 10	FACSAL training, 10 a.m. via Zoom
April 10-May 1	FacSal Data Entry
May 1	Final opportunity to enter adjustments into FacSal
May 1	FacSal read-only access
Early May	University leadership review of recommendations
May 9	Deadline for report to Board of Visitors.
June 6-7	BOV reviews and approves salary recommendations.
June 9	Department heads notify faculty of salary actions
June 10	CY Faculty actions effective (7/1 payroll)
August 10	AY Faculty actions effective (9/1 payroll)

FACCSAL

- FacSal is separate from Banner, yet is reconciled to Banner at beginning and end of process.



FACSAAL - WHAT IS IT?

- Web application mirrors the faculty merit increase recommendation process
- FacSal facilitates performance review and compensation adjustments; it is not a budgeting tool (does not include fund sources, etc.)
- Application collects the data entry for the faculty merit and special adjustment recommendations of the College and VP Areas
- Starting salaries were extracted from Banner on April 7, 2023.
- Future dated actions (effective after April 6) should be updated in FacSal
- No changes have been made to the application process since the 2022 cycle
- Reports for review by Senior Management, University Leadership, and Board of Visitors
- Approved actions are extracted from FacSal to update Banner HR/Payroll

FACSAL - FLEXIBLE

- Deans, VPs, UDPs, ADPs have been moved to the appropriate group
- Employees hired after December 10, or separate from the university during the FacSal cycle, will appear on your meeting reports and in your summary totals but are ineligible. No one gets removed from FacSal.
- Employees split funded with another unit will appear in multiple places in the system at their full salary. Units should coordinate and collaborate on merit increases for these people. The total merit increase (not just a single unit's responsible portion) will be displayed in FacSal.

FACSAL - WHO?

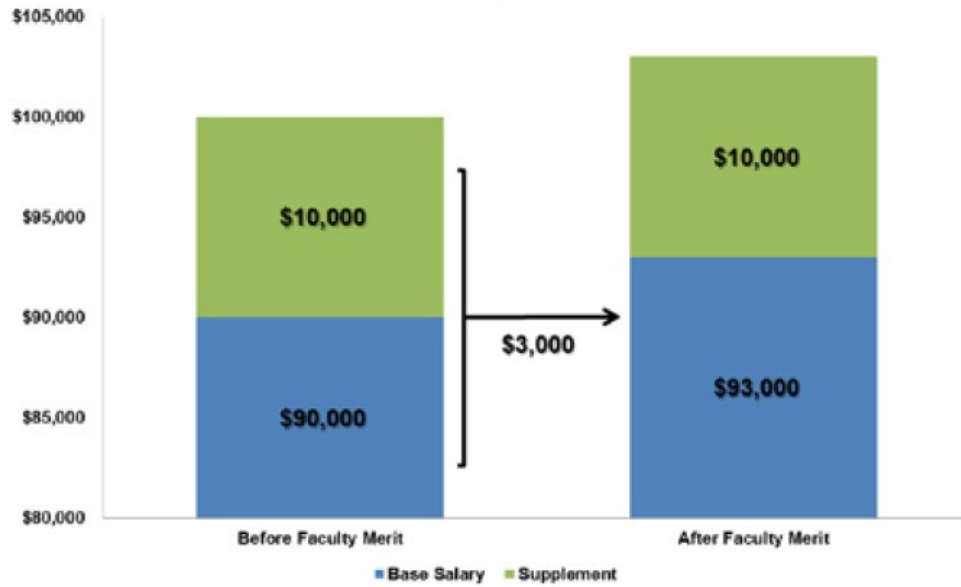
- Each College and VP area has assigned individuals to enter data
 - College fiscal officers and/or assistants
 - Human Resources Divisional Directors and team
- User access can be set to Read-Only or Update

FACSAL - HOW?

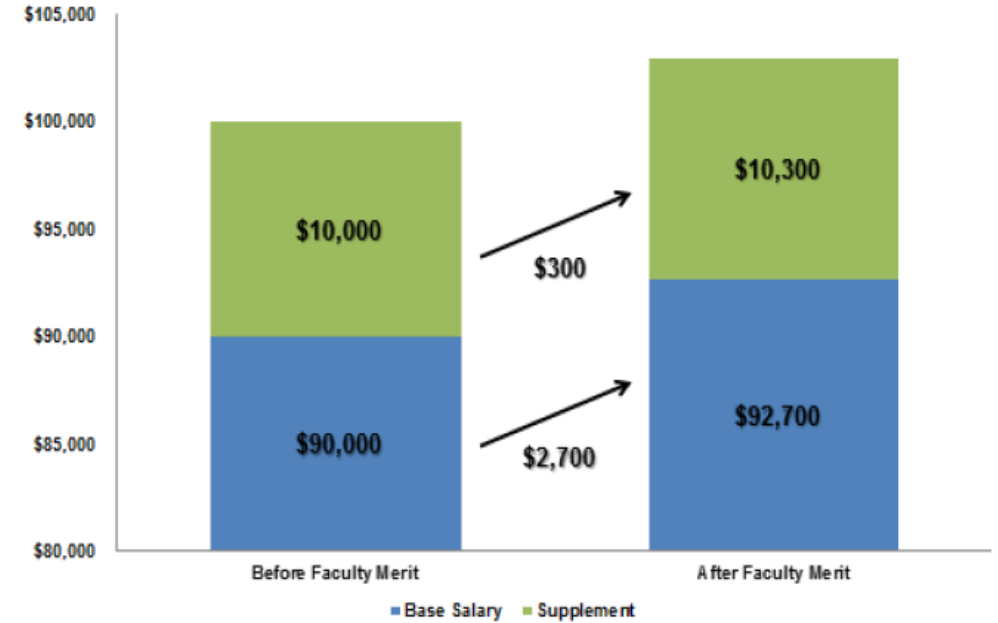
- <https://merit23.obfp.vt.edu> (link on Budget Office website)
- Verify, Verify, Verify
 - Correct employees appear in your unit
 - Department Heads and other titles are correct
 - Titles are seen in the meeting extracts
- Due to time constraints begin entering data as soon as possible
- Total increases greater than 8% or less than 2% will require a comment
- Comments will appear verbatim on meeting reports and will be viewed by senior management

SUPPLEMENTAL PAY

Admin Supplement



Eminent Scholars and Non-State



FACSAL - REPORTS

- Meeting Report
 - Displays each faculty action
 - Excel output will contain each department listed on its own tab and a summary tab listed at the end
 - Contains similar information to what is in the official meeting reports
 - Can be run at any point during the process
- Special Adjustment By Faculty Type Report
 - Summarizes each increase action by faculty type
 - Merit
 - Each Special Category
 - Overall Increase
 - Can be run at any point during the process

FACSAL - REPORTS

- Example Special Adjustments by Faculty Type Report

Appointment Type	Starting salary	Merit incr.	Merit incr. %	Adjustment for Retention	Adjustment for Retention %	Internal Alignment	Internal Alignment %	Market Competitiveness	Market Competitiveness	Natl. Distinction / Outstanding Contr.	Natl. Distinction / Outstanding Contr. %	New salary	New salary %
<i>Department 1</i>													
Teaching / Research	\$1,548,622	\$65,042	4.20%	\$6,969	0.45%	\$0	0.00%	\$0	0.00%	\$8,517	0.55%	1,629,150	5.20%
Research Faculty	\$254,214	\$7,626	3.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$381	0.15%	262,222	3.15%
Admin / Professional	\$655,478	\$25,891	3.95%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$4,851	0.74%	686,220	4.69%
T/R and Research	\$1,802,836	\$72,669	4.03%	\$6,969	0.39%	\$0	0.00%	\$0	0.00%	\$8,899	0.49%	1,891,372	4.91%
Department Total	\$2,458,314	\$98,560	4.01%	\$6,969	0.28%	\$0	0.00%	\$0	0.00%	\$13,749	0.56%	\$2,577,592	4.85%
<i>Department 2</i>													
Teaching / Research	\$674,558	\$27,320	4.05%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$8,095	1.20%	709,972	5.25%
Research Faculty	\$75,896	\$3,036	4.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$835	1.10%	79,767	5.10%
Admin / Professional	\$214,022	\$8,668	4.05%	\$0	0.00%	\$1,070	0.50%	\$0	0.00%	\$1,391	0.65%	225,151	5.20%
T/R and Research	\$750,454	\$30,355	4.04%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$8,930	1.19%	789,739	5.23%
Department Total	\$964,476	\$39,023	4.05%	\$0	0.00%	\$1,070	0.11%	\$0	0.00%	\$10,321	1.07%	\$1,014,890	5.23%
<i>Department 3</i>													
Teaching / Research	\$1,255,856	\$49,481	3.94%	\$6,279	0.50%	\$0	0.00%	\$0	0.00%	\$10,675	0.85%	1,322,291	5.29%
Research Faculty	\$0	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	0	0.00%
Admin / Professional	\$366,521	\$14,844	4.05%	\$0	0.00%	\$0	0.00%	\$916	0.25%	\$3,115	0.85%	385,397	5.15%
T/R and Research	\$1,255,856	\$49,481	3.94%	\$6,279	0.50%	\$0	0.00%	\$0	0.00%	\$10,675	0.85%	1,322,291	5.29%
Department Total	\$1,622,377	\$64,325	3.96%	\$6,279	0.39%	\$0	0.00%	\$916	0.06%	\$13,790	0.85%	\$1,707,688	5.26%
<i>Unit totals</i>													
Teaching / Research total	\$3,479,036	\$141,842	4.08%	\$13,248	0.38%	\$0	0.00%	\$0	0.00%	\$27,287	0.78%	\$3,661,413	5.24%
Research Faculty total	\$330,110	\$10,662	3.23%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$1,216	0.37%	\$341,988	3.60%
Admin / Professional total	\$1,236,021	\$49,403	4.00%	\$0	0.00%	\$1,070	0.09%	\$916	0.07%	\$9,357	0.76%	\$1,296,768	4.91%
T/R and Research total	\$3,809,146	\$152,505	4.00%	\$13,248	0.35%	\$0	0.00%	\$0	0.00%	\$28,503	0.75%	\$4,003,402	5.19%
Total	\$8,854,313	\$354,413	4.00%	\$26,496	0.30%	\$1,070	0.01%	\$916	0.01%	\$66,363	0.75%	\$9,303,572	5.07%

RESOURCES

Policy questions related to the Faculty Merit Process, contact:

Tori Williams

toriw75@vt.edu 231-6109

Access Requests for FacSal should be submitted through the online form located here:

<https://fit.vpfin.vt.edu/merit-access>

Technical problems with FacSal or questions about system access, employee listing, employee current salary, leave status, or home department, contact:

Lisa Blackwell

blackwell@vt.edu 231-4563

THANK YOU

Thank you for your
participation in this critical
process.

QUESTIONS?