

SUBSTITUTE MOTION FROM THE UWM UNIVERSITY COMMITTEE

to amend UWM *Selected Academic and Administrative Policies S-39 (1977, 1991)* to read as follows:
(Original Motion from the S-39 Senate Subcommittee, to be replaced by this substitute motion.)

MERIT SALARY RECOMMENDATIONS

Definitions

Department Chair: Chair of a department or chair of an Executive Committee of a non-departmentalized school.

Executive Committee Salary Recommendation: The dollar amount, or the point equivalent of the dollar amount, that the Executive Committee recommends to be awarded to a faculty member from that portion of the salary increase over which the executive committee has primary responsibility for making a recommendation with respect to distribution.

Administrators' Salary Recommendation: The dollar amount, or the point equivalent of the dollar amount, that the Dean and/or chief campus administrator recommends be awarded to a faculty member from that portion of the salary increase over which the Dean and/or chief campus administrator has primary responsibility for making a recommendation with respect to distribution.

Prompt: Before the recommendation is forwarded to the next administrative level, before the recommendations are forwarded to the Board of Regents, and in sufficient time to allow the faculty, either individually or in concert, to protest the recommended action.

Rationale: A written statement, developed in the context of departmental and institutional merit criteria, that adequately communicates the reason for a salary recommendation.

Merit Evaluation/Recommendations

Department Chairs shall give each faculty member prompt written notice with amount and rationale for department salary recommendation; notice must be provided before sending salary recommendations to the Dean.

2. The Dean shall inform the Executive Committee of any inadvertent miscalculations of departmental salary recommendations and how this miscalculation was resolved. Furthermore, the Dean shall inform the Executive Committee of any salary recommendations that are not in accordance with UWM and/or System policy as defined by the University of Wisconsin System Board of Regents. Finally, the Dean shall inform the faculty of the school and/or college of the criteria to be used for the dean's administrative salary recommendations.

2.1 If no changes to Executive Committee salary recommendations are contemplated, the Dean shall give prompt written notice to the Executive Committee of departmental and Dean's salary recommendations that will be transmitted to the Provost.

2.2 Apart from the correction of inadvertent calculation errors in the Executive Committee's salary recommendation, if the Dean contemplates any change in the Executive Committee's salary recommendation for one or more faculty in the department, the Dean shall give prompt written notice to each faculty member

whose salary is affected to inform him/her of the amount and justification for the proposed change. The Dean shall also forward a copy of this written communication promptly to the Department Chair and the Executive Committee.

2.3 Having been so notified, the Executive Committee will formally consider in the appropriate forum whether it accepts the Dean's proposed change. Consultation between the Dean and Executive Committee is expected as part of the process by which the Executive Committee reaches a decision.

2.4 If the Executive Committee accepts the merit allocation proposal by the Dean, the recommendation is forwarded promptly to the Provost, in sufficient time to allow the faculty affected, either individually or in concert, to appeal to the appropriate faculty appeal body (e.g. through the University Committee to the Faculty Appeals and Grievance Committee). A communication from the Executive Committee explaining its position shall be included in the documentation accompanying the appeal process.

2.5 If the Executive Committee does not accept the merit allocation proposal by the Dean, the nonagreement and explanation will be communicated to the Dean. If the Dean does not then rescind his/her proposed allocation, the original salary recommendation of the departmental Executive Committee and that proposed by the Dean are both forwarded promptly to the Provost. Communications from the Executive Committee and the Dean explaining their respective positions shall be included in the documentation forwarded to the Provost. The Provost will inform the Dean and Executive Committee of his/her approved recommendation with justification.

3. Upon approval by the Regents of the campus merit exercise, the Dean shall give written notice to each faculty member in the unit of approved final salary, specifying portions allocated by the executive committee, the Dean and the Provost. If portions of the increase come from the Dean and/or Provost, the dean will provide the rationale for these administrative salary increases. The Provost will provide the UWM Faculty Senate with criteria used at the Provost's level.

Rationale:

The May 2002 Senate postponed a motion from Senator Randall Ryder (Fac. Doc. 2332) to amend UWM *Selected Academic and Administrative Policies* S-39. The purpose of the postponement was to allow more time for consideration of Deans' concerns. A subcommittee was formed, including four faculty and three deans. In reviewing the subcommittees' proposed changes, the University Committee (UC) has opted to make further recommendations and propose a substitute motion. First, and pursuant to the original intent of providing written rationales for merit allocations (see UWM Faculty Senate Minutes, September 17, 1991, Faculty Document No. 960A, 2nd Revision), the UC believes the rationale should be framed using departmental and institutional merit criteria. It believes this cannot be accomplished in one sentence, as the subcommittee originally recommended. We recommend modifying the definition for "rationale."

Second, the written notifications by the department chair appeared duplicative. Further, the Dean has primary responsibility for providing official salary letters. To that end, the UC believes the chair should communicate department executive committee recommendations/rationales and the dean, the approved salary rate adjustment and any rationales in support of administrative merit allocations to faculty.

Finally, the UC wants to commend the subcommittee for providing a very thoughtful revision to the Merit Salary Recommendations policy (or, SAAP S-39). We believe our recommended modifications to proposed revisions will more effectively inform all faculty of merit deliberations/outcomes, streamline the process, and provide adequate opportunity for individual faculty to appeal salary adjustments.

UWM University Committee

Lauren Glass	Erika Sander
Marcia Parsons (Chair)	Mark Schwartz
Ronald Perez	J. Rudi Strickler

FLOWCHART OF MERIT SALARY RECOMMENDATIONS PROCESS

DEPARTMENT (OR EQUIVALENT) MERIT RECOMMENDATIONS
Chair informs each faculty member in writing of his/her recommendation & rationale.
Chair sends Executive Committee Recommendations to Dean.



DEAN'S ADMINISTRATIVE RECOMMENDATION
Dean informs all faculty of criteria for administrative recommendations.



DEAN CONTEMPLATES CHANGES
TO EXECUTIVE COMMITTEE
RECOMMENDATIONS



DEAN DOES NOT CONTEMPLATE
CHANGES.



DEAN INFORMS AFFECTED FACULTY,
DEPARTMENT CHAIR & EXECUTIVE
COMMITTEE IN WRITING.



EXECUTIVE COMMITTEE CONSIDERS
DEAN'S INTENTIONS, MEETS WITH DEAN,
THEN DECIDES TO ACCEPT OR REJECT.



IF ACCEPTED, EXECUTIVE COMMITTEE
SO INFORMS DEAN IN WRITING.



IF NOT ACCEPTED, EXECUTIVE COMMITTEE
SO INFORMS DEAN, WITH AN EXPLANATION;
IF DEAN RESCINDS PLAN TO CHANGE,
MATTER IS CLOSED. → → ↓



OR



IF DEAN & EXECUTIVE COMMITTEE
CONTINUE TO DISAGREE, BOTH DEAN
& EXECUTIVE COMMITTEE SUBMIT
RESPECTIVE RECOMMENDATIONS
TO PROVOST.

DEAN SUBMITS RECOMMENDATIONS &
RATIONALES TO THE PROVOST.



PROVOST PROVIDES DEANS WITH FINAL SALARY
RECOMMENDATIONS & RATIONALES; PROVOST
PROVIDES FACULTY SENATE WITH CRITERIA
USED FOR PROVOST SALARY ADJUSTMENTS.



DEAN SENDS OUT OFFICIAL SALARY LETTERS, SHOWING
SALARY SPLITS & ADMINISTRATIVE ADD-ON RATIONALES;
COPY OF ALL DEPARTMENT SALARY ADJUSTMENTS (**Department
and both levels of administration**) WILL BE PROVIDED TO
DEPARTMENT CHAIR & EXEC. COMMITTEE.