



April 16, 2024

Sheila Edwards Lange, Chancellor  
University of Washington, Tacoma

Dear Sheila:

Subject to final approval by the Board of Regents on June 13, 2024, this letter provides authorization for 2024-25 (FY25) compensation increases for non-represented faculty, librarians, academic staff, and professional staff. Unless otherwise noted, the following does not apply to employees represented by collective bargaining agreements; such populations will receive salary adjustments as outlined in their respective labor contracts, which can be found on the [Labor Relations website](#).

After considering financial forecasts and reflecting upon discussion with the Faculty Senate Committee on Planning and Budgeting (SCPB) and the Board of Deans and Chancellors (BODC), we are authorizing a total 3% salary increase pool. This pool is authorized and partially funded by the state of Washington operating budget, as signed by Governor Jay Inslee. It is inclusive of both merit increases for eligible populations and a centrally funded unit adjustment for faculty. It is separate from a locally funded unit adjustment allocation for faculty, associated with proposals considered and approved earlier this Spring.

Please read this letter carefully. The letter and other resources related to the FY25 merit cycle—including the FY25 Process Guide—are located on the [UW Merit & Faculty Unit Adjustment webpage](#).

#### Effective Dates for Merit and Faculty Unit Adjustment Increases

This year, the following compensation mechanisms will align to be effective on September 1, 2024:

- Merit increases
- Centrally funded unit adjustments for faculty
- Locally funded unit adjustments for faculty

Please note that the locally funded unit adjustment referenced in this letter is associated with proposals that will be submitted and reviewed before the end of the 2023-2024 academic year for increases effective September 1, 2024; this locally funded unit adjustment is in addition to the adjustment that was already approved and processed effective April 1, 2024.

Classified employees not represented by a collective bargaining agreement will receive adjustments as indicated in the state budget.



#### General Information About Allocations

Specific details related to this authorization of a FY25 total **3% pool for salary increases** for meritorious faculty, librarians, academic staff, and professional staff, and a locally funded unit adjustment for faculty are articulated below.

Regarding regular merit, centrally funded unit adjustment, and locally funded unit adjustment, the University of Washington – Tacoma is responsible for covering all increases and associated benefits costs with existing resources. The University of Washington – Tacoma will receive a pro-rata share of incremental salary, wage, and benefits funding from state appropriations, following normal practice. An employee's funding source shall not determine their eligibility for merit and unit adjustments; however, approved increases and associated benefits costs should come from sources funding the appointment.

#### Salary Increase Eligibility & Applicability

All merit-eligible populations employed by the University on September 1, 2024 must receive a merit increase unless they are determined not to be meritorious or have had an event that precludes them from receiving merit as outlined in the FY25 Process Guide. This includes employees scheduled to terminate employment on or after September 1, 2024. An employee's funding source shall not determine their merit or faculty unit adjustment eligibility. However, approved increases and associated benefits costs should come from sources funding the appointment.

#### Academic Personnel

##### *Faculty Merit*

[Faculty Code Section 24-55](#) provides that faculty shall be reviewed by their colleagues to evaluate their merit and to arrive at a recommendation for an appropriate merit salary increase. Such reviews cannot be delegated to the chair or dean. Evaluation should consider the faculty member's cumulative record, including contributions to research/scholarship, teaching, and service, as well as their impact on the department, school/college, University, and appropriate regional, national, and international communities.

All full- and part-time faculty as outlined in the [Faculty Code Section 21-31](#) must be evaluated for merit, if they are expected to return at any point during the 2024-25 academic year. This includes paid clinical, affiliate, and visiting faculty. A list of academic personnel titles **not included** in the merit process will be provided in the FY25 Process Guide.

**All faculty members determined to be meritorious, who are not otherwise precluded**



**from a merit adjustment, must receive a 2% merit salary increase.** The approved merit increase will be calculated on the faculty member's base salary as of August 31, 2024.

Faculty members not determined to be meritorious must be identified as such and will not receive an increase. Funds available from vacant faculty positions, precluded positions, or positions of those not determined to be meritorious shall not be redistributed.

#### *Faculty Unit Adjustments*

[Executive Order 64](#) allows for the provision of additional salary funds as a means of helping advance and maintain "quality, standing, and contributions of units to college, school, campus and University goals." Unit adjustment may also be made to address occurring or foreseeable differentials in academic labor markets, and to address equity considerations.

There are two types of faculty unit adjustments effective on September 1: a centrally funded adjustment and a locally funded adjustment.

Whether unit adjustments are locally or centrally funded, and as appropriate within Tacoma's hierarchy, deans and, ultimately, the chancellor **must** consult with their faculty councils and executive leadership to develop a plan for prioritizing distribution of unit adjustment funds commensurate with each faculty member's performance toward school, campus, and university goals. The plan should document the unit's distribution methodology (such as equal vs. differential distribution) and include confirmation that department chairs and the dean have engaged in consultation as required by Section 6 of Executive Order 64 Faculty Salary Policy, [Faculty Code 24-71 Section C](#), and [Faculty Code Section 23-45](#). This includes consultation with faculty councils at the department level and college/school/campus level as appropriate. Regardless of funding source, Seattle deans must complete rigorous consultation by the end of Spring Quarter for faculty with nine-month appointments.

Units planning to leverage **centrally funded unit adjustment increases** should be prepared to document methodology and requisite consultation when submitting merit/unit adjustment increase recommendations for central review. For FY25, units who wish to leverage **locally funded unit adjustment increases** will have already documented requisite consultation when submitting proposals in Spring 2024 in accordance with separately communicated guidance.

**All faculty determined to be meritorious in 2023-24, who have not received a retention salary increase since September 1, 2023, are eligible for a centrally funded unit adjustment between 0.5% and 10%.** The average unit adjustment percentage for the campus must not exceed 1%. It is expected that each academic appointing unit within a departmentalized school, college, and campus will have the opportunity to leverage a 1% pool. Like regular merit, the centrally funded unit adjustment will be calculated on the faculty member's base salary as of August 31, 2024



**All faculty determined to be meritorious in 2023-24, who have not received a retention salary increase since September 1, 2023, are eligible for a locally funded unit adjustment increase between 0.5% and 10%.** Units must stay within their approved allocation and distribute increases in accord with the specific priorities outlined in their locally funded unit adjustment proposal. Like regular merit, the locally funded unit adjustment will be calculated on the faculty member's base salary as of August 31, 2024

For both unit adjustment types, increases must be based on 100% FTE, regardless of actual FTE and fund source, in order to lessen the administrative burden.

*Librarians (non-represented)*

Librarians, not represented through a collective bargaining agreement, who have been determined to be meritorious and are not otherwise precluded, may receive a merit salary increase between 0.5% and 10% provided the average across the unit's eligible population does not exceed 3%.

*Academic Staff Merit*

Academic staff as defined in [APS 40.1](#), who have been determined to be meritorious and are not otherwise precluded, may receive a merit salary increase between 0.5% and 10% provided the average across the unit's academic staff population does not exceed 3%.

*Faculty & Librarian Promotion*

Faculty and librarians reviewed and approved for promotion will receive a 10% percent salary increase on the effective date of the promotion (July 1 or September 16, commensurate with the service period of the appointee).

Staff

*Professional Staff Merit*

Eligible meritorious professional staff, who have not had an event that precludes them from receiving merit, may receive an increase of between 0.5% and 10%, provided the average across the unit's professional staff population does not exceed 3%.

Recommendations for professional staff merit increases should consider factors of performance, market competitiveness, retention, and internal equity.

Professional staff who were hired, promoted, or received an "in-grade" adjustment after March 31, 2024, are precluded from receiving a merit increase, unless it was specifically indicated in other documentation that they would be eligible for a merit adjustment.

The Professional Staff Program requires that merit recommendations be supported by a current performance evaluation completed within the previous twelve months.

Performance reviews for professional staff should be conducted no later than August 31, 2024. Documentation supporting salary adjustments should be retained at the unit level



and must include sufficient detail to confirm that a performance evaluation has occurred in the previous 12 months.

For units where central funding will be provided for merit increases, these will only cover the actual cost of implementing merit and incremental benefits. As such, funds will not be made available to “fund/top-up” positions that are underfunded, due to recent in-grade adjustments, promotions, or new hires, or on vacant lines. A list of staff titles **not included** in the merit process will be provided in the FY25 Process Guide.

*Classified Staff and Represented Civil Service Exempt Staff*

Classified non-union employees will receive salary adjustments as indicated in the state budget. Contract classified staff and Represented Civil Service Exempt Staff employees will receive salary adjustments as outlined in their respective collective bargaining agreements. Specific information about pay increases can be found in labor contracts on the [Labor Relations website](#).

Preparing Submissions

The FY25 Process Guide will be available on the [UW Merit & Faculty Unit Adjustment webpage](#) no later than May 17 and will include key information related to the preparation and submission process, relevant policies, and the process timeline. It will include guidance on merit and faculty unit adjustments. Unit administrators should review the guide before submitting merit and unit adjustment recommendations.

Units must have a designated contact who will be available during August and September to respond to questions/issues that may arise during central review and loading of increases into Workday. Units should identify a designee when submitting salary increase recommendations to the Office of Academic Personnel and UW Human Resources, respectively.

To support efficiency and accuracy in loading approved increases, units will be temporarily restricted from initiating select Workday business processes beginning August 1, 2024. Details on the scope and duration of these restrictions will be provided in the FY25 Process Guide.

We expect the information in this authorization letter and associated FY25 Process Guide to be reviewed comprehensively to help ensure that salary increases are implemented consistently and accurately.

Thank you, in advance, for your partnership in this work, as we know the next few months will be busy for our community.

Sincerely,



Ana Mari Cauce  
President  
Professor, Psychology

Tricia R. Serio  
Provost and Executive Vice President  
Professor, Biochemistry

cc: Fred Nafukho, Vice Provost, Academic Personnel  
Sarah Norris Hall, Senior Vice President, Finance, Planning and Budgeting