

Background¹

Attracting and retaining talented faculty and staff is a high priority for the University and College, and competitive compensation is critical to our ability to do attain this goal.

The College of Education and Human Ecology subscribes to a market-based, performance-driven compensation structure. The compensation process is designed to inspire achievement and to reinforce excellent performance and accountability and therefore, there is no minimum, cost-of-living or across-the-board increases indicative of entitlements. In our performance culture, increases must be based on outstanding performance, market and/or equity considerations.

Unit compensation recommendations are to align with College compensation principles and should be supported by the annual review process.

Principles

1. Faculty performance during the 2010 calendar year, or as specified in School or Department pattern of administration, must be considered as part of the salary decision-making process.
2. Staff performance for 2010-2011 performance year, as outlined in the EHE Performance Management Manual² (June 1 – May 31), must be considered as part of the salary decision-making process.
3. **Relevant competitive markets, as well as the impact of the position on the unit's mission, as feasible within the unit's budget, primarily establish the compensation rate for individual positions.** Compensation rates for individuals should vary with the credentials and performance of individuals holding the positions.
4. The College compensation pool aggregate is 2.0% for AY12.
5. Departments and Schools will be allocated a salary budget pool of 1.50% for faculty, 2.0% for unclassified staff, and 2.0% for classified staff. Salary adjustments are to be made from the pool for compensation for the 2011-2012 academic year, with specific salary recommendations made by Directors and Chairs. The Dean will hold 0.5% **"Dean's Compensation Pool" centrally** (~\$40,000) for use in addressing faculty equity issues.
6. It is expected that annual compensation increases will be differential. In alignment with the **Provost's recommendations to affirm our commitment to a high performance culture, the distribution within each of your groups (faculty, unclassified, classified) should be as follows.**
 - 20% of each group should be targeted at 0.75% or below
 - 60% of each group should be targeted at 1.75%
 - 20% of each group should be target at 2.0% or above

¹ "Provost's FY 2012 Compensation Guidance Document" J. Alutto, Executive Vice President & Provost August 5, 2011 memo to Vice Presidents, Deans, Department Chairs and School Directors

² <http://ehe.osu.edu/admin/business/downloads/perf-mgmt-manual.pdf>

7. Consistent with the University Compensation Guidance Document, aggregate percentage pools for faculty, unclassified professional staff (A&P) and classified civil service (CCS) staff must remain separate.
8. All faculty who are promoted, or promoted and tenured, will receive a 6% raise centrally (OAA). Departments and Schools must provide at least 1.50% of their pool to these individuals. The college will provide the additional amount necessary so each receive a 10% total increase.
9. Units may request funding from the **Dean's** Pool for faculty equity issues. However, they must provide at least 3% from their unit pool to the individual before requesting additional funding consideration.
10. Consistent with the University Compensation Guidance Document, aggregate percentage pools for faculty, unclassified professional staff (A&P) and classified civil service (CCS) staff must remain separate.
11. Graduate associate compensation decisions are to be consistent with School/Department/unit established GA pay range guidelines & procedures, which include **“responsibility, years of experience, progress toward graduate degree, and performance.”**³ School/Department/unit GA guidelines are to include at least two increase steps and are to be submitted to the College as part of the annual compensation process. University GA minimum, effective AU 2011 is \$10,500 for a 9 month appointment or \$1167/month.
12. Individuals paid by external grants will be governed by the same guidelines for staff, faculty and graduate associates outlined above.
13. **As permitted by the University's Compensation guidelines, agencies and affiliated entities may utilize guidelines set by each entity's board as long as those guidelines are current and** reasonably consistent with University guidelines. The guidelines are to be submitted to the College before the completion of the annual compensation process. If the yearly salary increase timeline differs from University, agency and affiliated entity funded employees will be made ineligible in the annual University compensation process.
14. Compensation increases for Classified Civil Service (CCS) staff on probationary status are to be delayed until successful completion of probationary period.
15. Schools and Departments may determine eligibility of faculty and A&P staff recent hires to **participate in the compensation process, as is outlined in the University's Compensation** Guidance Document. It is expected that any recent hires or transfer made ineligible will have received notification from the employing unit that their hiring salary will remain constant for a specific period, resulting in their ineligibility to be included in the 2011-2012 academic year salary process.
16. Individuals known to be retiring, resigning, or in reduction-in-force status prior to September 30 will be listed as ineligible in the compensation process.
17. Individuals receiving a reclassification or career progression as of July 1, 2011 or later will be listed as ineligible in the compensation process.

³ http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/II_8.pdf

18. Consistent with University Compensation policy, staff earning below the pay range minimum, regardless of status, will receive the increase necessary to bring the employee to the new pay range minimum.
19. CWA (Communications Workers of America) bargaining unit members are not included in the University annual compensation process. Increases for bargaining unit staff members are processed by the University in accordance with the approved CWA contract.
20. One time cash awards will not be considered during the AY12 process for faculty or staff.
21. Individual increases in excess of 10% (excluding faculty promotions) require College and University approval, a requirement consistent with the Compensation Guidance Document.
22. Zero percent increase requests are permitted, but must be justified and submitted to the College. Consistent with University guidelines, the College retains the list and rationale. **Zero percent increases may be submitted on the "College AMCP" form.**
23. All faculty and staff must receive written notification of their salary increase in writing. Any faculty or staff member receiving no salary increase must be notified in writing *with* supporting rationale. Staff letters are initiated and signed by School Director or Department Chair. Faculty letters are initiated by the School Director or Department Chair and signed by the Dean and Director or Chair.

Guiding Principles

"Provost's FY 2012 Compensation Guidance Document" J. Alutto, Executive Vice President & Provost August 5, 2011 memo to Vice Presidents, Deans, Department Chairs and School Directors, <http://hr.osu.edu/comp/guidance.pdf>

OAA Compensation Principles
http://oaa.osu.edu/documents/OAAHBVol1_002.pdf

OHR Salary Administration & Classification Policy 3.10
<http://hr.osu.edu/policy/policy310.pdf>