Attached is a copy of the approved College of Medicine salary increase guideline. You will note that while the guideline identifies an annual submission deadline of March 1st by which all salary increase requests must be submitted, a submission deadline of 5:00 p.m. on Monday, April 15, 2013, has been established for the current year. Nelda Loper in my office has contacted departments/work units that previously submitted salary increase requests that have been on hold in order to confirm the continuing validity of those requests. Following the April 15, 2013, deadline date, a review of all submitted requests will be conducted by my office and assuming we can support a salary increase request moving forward in the approval process, each request subsequently will be forwarded to the College of Medicine’s Financial Services Division for review during the FY 2014 budget cycle. No salary increase will be effective unless the request meets the criteria outlined in the salary increase guidelines, the salary increase has been authorized as part of the College of Medicine’s budget approval process, and subsequent approvals by the Dean, the Senior Vice President for Health Affairs, and the Vice President for Human Resources have been obtained. Should you have any questions, please let me know.

Jan

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April 4, 2013

MEMORANDUM

TO: College of Medicine Deans, Department Chairs, and Department Administrators

FROM: Michael L. Good, M.D.  
Dean, College of Medicine  
Folke H. Peterson Dean’s Distinguished Professor

SUBJECT: College of Medicine Salary Increase Guidelines

Salary increase requests for faculty, TEAMS/USPS, postdoctoral associates, adjunct faculty, regular OPS, and student assistants will be considered once per year except as noted below. College of Medicine departments/work units must submit such requests by March 1st of each year in order for the requests to be considered. The effective date of such requests, if approved, will be on or after July 1st of the new fiscal year. College of Medicine departments/work units also must include such requests in their respective annual budgets for the next fiscal year and receive budget approval for the requests.

Salary increase requests associated with counter-offers for faculty and TEAMS/USPS employees, administrative supplements for faculty, and the temporary assignment of additional duties to TEAMS/USPS employees will be considered as they occur during the year with effective dates of such increases to be determined based on individual request approvals.

Salary increase requests for faculty, postdoctoral associates, adjunct faculty, regular OPS, and student assistants should be submitted in a narrative format and must include sufficient justification to warrant the requested increase. Salary increase requests for TEAMS/USPS employees must be submitted on the UF’s “TEAMS and USPS Special Pay Increase Request Form.”

Reclassification requests for TEAMS/USPS employees that involve salary increases will be accepted once per year with a submission by March 1st. Such requests should be submitted with an updated position description with “tracked” duties/responsibilities changes, along with an email that outlines the request (i.e., proposed new salary, funding information). Reclassification requests for TEAMS/USPS employees that do not involve salary increases may be submitted at any time during the year.

The following human resources and funding/budget criteria will be used to determine the appropriateness for approving salary increase requests.
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HR Requirements

- Salary increase requests that address salaries considered below market or involve salary inequity must include information regarding how the requested salary compares to internal and/or external salary benchmarks.

- Salary increase requests for TEAMS/USPS employees that address the assignment of additional duties must include an attached position description with “tracked changes” that outlines the additional duties and a description of the methodology utilized to determine the new rate of pay.

- Salary increase requests for counter-offers for faculty and TEAMS/USPS employees must include information regarding the salary being offered and the prospective employer. A letter of offer received by the employee from the perspective employer, if available, also should be submitted with the request. The College of Medicine does not permit counter-offers for TEAMS/USPS employees being considered for an intra-college lateral, reassignment or promotion opportunity.

- Administrative supplement requests associated with the assignment of administrative duties to a faculty member must comply with UF Academic Affairs’ “Search Waiver Procedure for Academic Personnel.” If the FTE associated with an administrative assignment is 0.15 FTE or less, no search or recruitment waiver is required and an administrative supplement may be assigned. However, if the proposed administrative assignment is > 0.15 FTE, the department must comply with UF’s internal faculty search requirements before an administrative title and administrative supplement may be assigned to a faculty member.

- Salary increase requests for TEAMS/USPS employees that involve the temporary assignment of additional duties must be submitted with an updated position description that reflects the additional duties, provides the circumstances associated with the temporary assignment of duties, and a rationale for the proposed salary increase.

Funding/Budget Requirements

- The department’s new fiscal year unrestricted expense base cannot exceed the previous fiscal year’s unrestricted expense base adjusted for any annual salary increases authorized by the University of Florida or the state of Florida Legislature, unless revenues increase more than unrestricted expenses to produce an improved positive bottom line for the department.

- Salary increase requests from departments that do not meet the budget conditions referenced above must be able to fund 100% of the salary increase from a restricted funding source and that restricted funding source must be able to support the salary increase on a recurring basis. The increased salary costs cannot displace other expenses on a grant and the grant or contract must be valid for greater than one year.
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- For NIH-funded requests, the requested salary increase must not exceed NIH salary cap or the salary cap must be funded 100% from IDCs or other restricted funding sources. The IDCs also must be encumbered to support the salary cap (e.g., not spent on lab staff, supplies, etc.).

After reviews of requests submitted are completed, the status of each request will be communicated to the respective department/work unit by the Dean's Office. Only requests that meet the criteria outlined above will be considered. All salary and reclassification requests must be submitted to the listserv at SVPHA-SI-REQUESTS-L@lists.ufl.edu. Questions regarding funding/budgetary requirements should be directed to Jeremy Sibiski. Questions regarding the salary increase process should be directed to Nelda Loper.