

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 600 – Salary & Compensation**

**NUMBER: 602**

**SUBJECT: Mid-Year Salary Increase**

**APPROVED BY: Provost/Vice Chancellor for Academic Affairs**    **EFFECTIVE DATE:**

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**OBJECTIVE:** These guidelines are intended to clarify the circumstances and process under which members (faculty and academic professional) can be awarded a mid-year salary increase.

In general, salary increases are given to faculty members once per contract year. Annual increases should consider issues of merit, equity, and the assumption of additional responsibilities.

For regularly budgeted staff, salary increases should start with the academic year (August 16). For faculty supported by external funds, it is expected that good planning will make salary increases fit the August 15/16 schedule, regardless of the fiscal year of the funding body.

**POLICY:** On occasion, a unit may have an exceptional case for a mid-year salary increase recommendation. Requests will be considered for cases involving well-defined circumstances.

Such circumstances include:

- 1) Responding to a demonstrable salary inequity within the employing unit when there are compelling reasons to make the adjustment outside the normal process. Must be accompanied by a salary survey form.
- 2) Countering an immediate written offer to an employee either from outside the University or from another unit.
- 3) Recognizing a significant change in an employee's duties and level of responsibility. A change in title in is not in itself sufficient.

If mid-year salary increase is required due to significant change in duties or level of responsibility, there must be a real and clearly noticeable change in the position as of the date of increase. Mid-year salary increases are not to be used by units as a reward for completion of internal probationary periods. It should be made clear to newly hired employees that the starting salary will be in effect until the beginning of the next academic or fiscal year. Mid-year salary increase must be made effective on the beginning of a payroll period (the 16<sup>th</sup> of the month) and generally cannot be made retroactive.

**APPLICABILITY:** All faculty

**PROCEDURE:** Requests for mid-year salary increases should be accompanied by a statement of justification along with curriculum vitae and forwarded through the normal departmental and college personnel approval channels to the Office of Faculty Affairs for Provost review and approval.

The presumption in cases involving substantive increased responsibilities is that the change be significant enough to warrant a change in title. A full job description of what the individual did before and a full job description of the new position description, including the new responsibilities are required.

For cases involving matching offers, a copy of the letter of offer should be attached. If this is not possible, a statement indicating the institution making the offer, the contact person's name and title within that institution, and the terms of the offer should be provided.

**REFERENCES:**

[Faculty Affairs Handbook](#)

[Section IX: Compensation and Salary:](#)