

To: Academic Affairs' Deans, Directors, and Vice Presidents
From: James Holloway, Provost and EVP for Academic Affairs
CC: Barbara Rodriguez, Senior Vice Provost for Academic Affairs
Date: April 15, 2021
Subject: FY22 Mass Salary Update and Out of Guidelines Requests for Faculty and Staff

The UNM Board of Regents has approved a 1.5% Mass Salary Update (MSU), as well as MSU exceptions for merit and/or equity increases, contingent on available funding. All Academic Affairs' units must enter their respective requests that exceed the 1.5% through the appropriate form. To request an increase above 1.5%, departments should complete the online MSU Request Form <https://hr.unm.edu/AA-MSU>. Exception request forms must be submitted no later than **May 7, 2021**.

Not all employees are eligible yet for the 1.5% increase. Please note the following criteria for individuals who are ineligible for the 1.5% increase and review HR's MSU Guidelines <https://hr.unm.edu/mass-salary-update/> for additional information. Employees are ineligible if they:

- were hired or rehired on or after January 1, 2021
- were on probation as of June 30, 2020 (staff only)
- received an unsuccessful rating on their CY2020 performance evaluation
- are temporary employees (staff only)
- are members of a staff or faculty bargaining unit

Members of staff and faculty bargaining units will be eligible for increases negotiated with the respective unions.

The following guidelines are in place for all Academic Affairs' units for increases above 1.5% and up to 5%.

1. Increases in the range of 1.5% to 3% will be allowed (contingent on available funding within the unit) on a limited basis in recognition of concerns regarding internal equity, exceptional performance, to support retention efforts, or other unusual circumstances. Supporting documentation must be retained at the requesting department level. These requests will be reviewed by the Provost Office to validate the requests meet these guidelines and criteria.
2. Increases in the range 3% to 5% will be considered, but these should be **rare and will be strictly reserved for exceptional cases**. These requests should also meet at least one of the criteria outlined below and are contingent on available funding. These requests will be reviewed by the Provost's Office to validate the requests meet these guidelines and criteria and must be approved by the Provost.

- a. **Meritorious Performance:** What significant accomplishments or outcomes influence this pay action?
 - b. **Equity/Market/Midpoint:** How does the employee's (faculty or staff) salary compare with similarly situated employees within the unit – those who have similar levels of training and experience? In cases of internal equity caused by a new hire the requestor must provide the name of newly hired employee, date of hire, and hiring salary.
3. Increases above 5% will not be part of the MSU process. Please utilize existing HR practices and policies for staff. Supervisors should consult with HR for guidance regarding staff and the Senior Vice Provost for faculty.

Given the limited time to enter these increases in Salary Planner, we recommend that the 1.5% increase for eligible employees is entered in accordance with the Provost Guidelines, but increases above the 1.5% should be budgeted in a holding account (account code 20SA, with a comment indicating the details of the increases).

Please note compensation request forms for faculty increases will not be used for this purpose. If you have any additional questions, please reach out to Nicole Dopson nicole14@unm.edu for staff and Iris Gutierrez igutierrez12@unm.edu for faculty.