

**UNIVERSITY OF GEORGIA  
SALARY INCREASE GUIDELINES  
FISCAL YEAR 2013**

The following represents salary increase guidelines to be followed by all University of Georgia units and for ALL fund sources. **No salaries will be official until final budgetary approval has been received by the Board of Regents at the June board meeting.**

**PERFORMANCE EVALUATIONS**

This year, as has been the case in the past, there must be on record in your office a written performance evaluation for all personnel. Standardized evaluation forms are available on the web at [www.busfin.uga.edu/forms](http://www.busfin.uga.edu/forms). Each classified staff member must have reviewed and signed with their supervisor (rater) his or her written performance evaluation prior to March 31, 2012.

**GENERAL GUIDELINES**

No merit-based salary increases for faculty and staff were recommended in the FY 2013 state budget. **Thus, no merit-based salary adjustments may be granted to University of Georgia employees.**

**CLASSIFIED STAFF**

**Classified Staff Salary Ranges**

The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2013 budget. No adjustments will be made to the annual minimum and maximum pay ranges for classified positions. Salaries will be allowed to exceed the top of the pay range established in the pay plan.

**Other Classified Staff Salary Issues**

Salary adjustment requests to address issues such as retention, promotion, reclassification, competitive offer, etc. must be submitted to University Human Resources as part of existing administrative processes already in place.

**FACULTY**

**Faculty Promotions**

Promotional salary adjustments will go into effect with the contract date (August 10, 2012, for academic year contracts and July 1, 2012, for fiscal year contracts).

For FY 2013, funds are provided to award promotional salary increases as follows:

\$5,000 for faculty being promoted to Associate Professor

\$5,500 for faculty being promoted to full Professor

Additional funding is also included in the FY 2013 allocation to provide for a \$1,000 salary increase to tenured faculty who received a promotional raise in FY 2010, FY 2011, and FY 2012. This increase is to align the promotional raises received in previous years to the new levels established for FY 2013. Funding is

also being provided in FY 2013 for a 2% salary increase to these same faculty members based on the pre-promotion salary in the year prior to the actual promotion. For instance, if a promotion was made in FY 2011, then the 2% salary increase amount is based upon the FY 2010 base salary.

In the cases of the \$1,000 salary increase and the 2% salary increase, those schools/colleges with joint-staffed faculty will receive allocations proportional to the faculty member's EFT in the given school/college. In the detailed information provided, each school/college will be able to see the amount provided to their unit, as well as the amount provided to the other joint-staffed unit(s).

#### **Faculty Retention Issues**

- Any retention salary adjustment request to address faculty retention issues must include appropriate justification, will be limited to mission critical positions, and must be submitted to the respective Senior Vice President for approval.
- The effective date for faculty retention salary adjustments must also be approved by the Senior Vice President for Academic Affairs and Provost.