

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: ANNUAL FACULTY AND NON-CLASSIFIED SALARY EVALUATION

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PURPOSE: To determine the basis for decisions by the administration concerning salary increases, including across the board increases and increases for promotion, merit, equity, and additional duties and responsibilities.

#### GENERAL POLICY

This policy statement is written to reflect the current process of annual review of the salaries of faculty and non-classified staff at LSUA. This review depends heavily upon the criteria for personnel actions as outlined in PS 202 and on the evaluation procedures outlined in PS 225. It is understood that restrictions on salary increases may be imposed by the amount of state appropriation to higher education or by changes in the amount of self-generated funds. It is further understood that mandates of the LSU Board of Supervisors, the Louisiana Board of Regents, and/or the Louisiana Legislature will supersede the guidelines contained in this policy statement. No salary increases will become official until approved by the governing boards.

Each spring semester, as a part of the budget making process, the Chancellor, the Provost and Vice Chancellor for Academic and Student Affairs, and the Vice Chancellor for Finance and Administrative Services will conduct a review of faculty and non-classified salaries. The Provost and Vice Chancellor for Academic and Student Affairs will be responsible for reporting the recommendations of the department chairs as well as his/her own recommendations. The Provost and Vice Chancellor for Academic and Student Affairs and the Vice Chancellor for Finance and Administrative Services will make their recommendations for the unclassified staff under their supervision. The Vice Chancellor for Finance and Administrative Services will be responsible for determining and reporting, when possible, the likely amount of funds to be allocated for pay increases. The Chancellor will be responsible for determining and reporting any restrictions or guidelines placed on salary increases by governing boards or other agencies. The decisions made by the Chancellor and Vice Chancellors will be based on the reviews and evaluations as outlined in PS 202 and 225. Decisions made as a result of the salary review will be disseminated to the faculty and non-classified staff by the Chancellor.

Salary increases will be considered according to four categories:

1. Cost of Living Pay Increases

When the Louisiana Legislature and higher education governing boards approve a cost of living pay increase, the Vice Chancellors and Chancellor will apply it, as directed, to all eligible employees' salaries.

2. Faculty Promotions

Faculty promotions will be made according to the schedule and criteria contained in PS 202 and under the guidelines established by the LSU Board of Supervisors. As a part of this process, provision will be made for a salary increase to accompany each promotion. The request for this increase will be sent to the LSU System after the annual review of faculty salaries is completed. Increases for faculty promotions are in accordance with the following scale:

Assistant Professor	\$1,500
Associate Professor	\$2,250
Professor	\$3,500

The Chancellor and the Vice Chancellors will increase the amounts shown above as funds become available to increase the salaries of faculty already in rank.

Promotional increases must be approved by the LSU Board of Supervisors.

3. Merit Increases

Merit increases for faculty at all ranks will be based on recommendations from department chairs through the Provost and Vice Chancellor for Academic and Student Affairs. The Chancellor will determine the amount of funds (if any) available for merit pay increases each year. Prior to the annual review, the Vice Chancellors will request recommendations from department chairs, directors, and others for possible merit pay consideration. The department chairs will make recommendations on faculty according to the categories established in the present Faculty Evaluation Form ( Highly Competent, Competent, Needs Improvement, and Not Applicable/Unable to Judge). The department chair must also consider Student Evaluations, Annual Faculty Plans/Reports and other sources of information as described in PS 202 and 225. The department chair's recommendation is sent to the Provost and Vice Chancellor for Academic and Student Affairs. The Provost and Vice Chancellor for Academic and

Student Affairs will make recommendations for merit increases based on the department chairs' recommendations as well as independent evaluation. The Provost and Vice Chancellor for Academic and Student Affairs will have the responsibility to ensure that the standards for merit are uniform across the campus. These recommendations will be considered by the Vice Chancellors and the Chancellor during the annual review.

Merit increases for non-classified personnel will be determined in a similar manner. Prior to the annual review, the Vice Chancellors will evaluate performance of all non-classified employees under their supervision. Vice Chancellors will make recommendations for merit increases based on the categories included in the current Evaluation of Non-Classified Personnel (Outstanding, Highly Competent, Competent, Marginal, Unsatisfactory). The Vice Chancellors must also consider all other sources of information available to them, including the Evaluation of Campus Administrators by Faculty/Staff. The Vice Chancellors will make recommendations for salary increases based on this evaluation. The Chancellor and the Vice Chancellors will consider these recommendations during the annual review. The Chancellor will recommend merit increases for Vice Chancellors (and any other non-classified staff under his/her direct supervision) based on the Evaluation of Non-Classified Personnel and the Evaluation of Campus Administrators by Faculty/Staff.

Any merit increases depend upon availability of funding and approval by the LSU Board of Supervisors.

#### 4. Equity Increases

The Chancellor and the Vice Chancellors will consider any salary increases due to equity considerations during the annual salary review. Salary should be comparable for all persons performing comparable work with comparable experience and education. Any equity increase will be awarded only after a careful consideration of all available factors, including consultation with department chairs, and other supervisors.

Equity increases must be approved by the LSU Board of Supervisors.

#### Salary Adjustments for Additional Duties/Responsibilities

The Chancellor and Vice Chancellors may consider salary adjustments in this category at the annual review of salaries as well as at other times as required during the year. Such

adjustments must have documentation, including a job description that reflects accurately the increased duties and responsibilities.

Salary adjustments must be approved by the LSU Board of Supervisors.

#### Evaluation of the Process

Each year following the annual review of faculty and non-classified salaries, the Chancellor will ask the Vice Chancellors, department chairs, and other supervisory personnel for an evaluation of the process. The results of this process will be discussed, and, when appropriate, used to make changes in the process.