

Salary Adjustment

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Status: Final

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Applies to:

All faculty whose primary appointment is in the School of Medicine ("SOM").

Reason for Policy:

This policy describes the circumstances under which a faculty member's salary may be adjusted.

Definition of Terms:

Faculty: Any individual who has a faculty contract for full- or part-time employment with the SOM, is compensated for their effort, and who is not a member of classified staff, professional/administrative faculty (who are covered by the Employment of Non-Tenure-Track Faculty policy), or the professional research staff (research assistants, research associate, research scientist, senior scientist, or principal scientist, who are covered by the Professional Research Staff policy).

Job performance expectations: Performance expectations, including annual salary recovery expectations, are established in the letter of offer, amendments to the letter of offer, and/or in the annual performance reviews.

Policy Statement:

Salary Increases:

Each fall the provost distributes guidelines for schools to use in making recommendations for faculty salary increases. Faculty members who are meeting or exceeding job performance expectations may be eligible for a salary increase. Increases approved as part of the annual salary adjustment cycle are effective November 25.

A department chair may request an off-cycle salary increase for a faculty member who either takes on substantial additional duties, such as division chief or vice chair,

or for retention purposes. In either case, clear documentation of the increased responsibility or retention threat must be provided.

All salary increase requests must be approved by the dean and by the provost prior to informing a faculty member of the increase. Annual merit increases are submitted one time per year in accordance with the University Salary Policy. Off cycle requests for increased responsibilities or retention are submitted once a month on the first of the month.

No Salary Adjustment:

Based on job performance, annual salary recovery and other established benchmarks of performance, a department chair may recommend that the faculty member's salary remain at its current level.

Salary Reductions:

A faculty member who does not meet job performance expectations may be subject to a reduction in salary, regardless of his or her tenure status.

If a clinical faculty member (tenured, tenure-track, and non tenure-track clinical faculty) does not meet job performance expectations as outlined in the Clinical Faculty Remuneration Plan and during the annual performance review with his/her department chair, the department chair may elect to give the faculty member written notice of intent to reduce his or her salary if the expectations are not met within a specified period of time (see "Procedures" below).

If a tenured or tenure-track academic investigator faculty member does not meet the minimum job performance expectations, the chair may elect to give the faculty member written notice of intent to reduce his or her salary if the job performance expectations are not met within a specified period of time (see "Procedures" below). While annual incentive eligibility is based upon meeting the minimum salary support benchmark in any given year, for the purposes of calculating the annual salary recovery expectations related to ongoing job performance evaluation, the School of Medicine recommends that extramural salary support for academic investigators be computed at the beginning of each fiscal year as a 3-year rolling average. Each department should notify its faculty members regarding their current support average each year during the annual review process.

Generally a salary reduction will not exceed 10% in any given year. However, on a case by case basis, reductions of more than 10% are possible. All recommendations for salary reduction require approval by the Dean of the SOM. At no time may a full-time faculty member's salary be reduced to an amount that is less than the current minimum entry levels (adjusted for percent FTE) published by the University Budget Office. If a faculty member converts to part-time, then the part-time minimum salary is calculated based upon the percent FTE multiplied by the full-time minimums set by the Budget Office.

Procedures:**Salary Increases:**

The department chair will make a recommendation to the dean for a salary increase based on the faculty member's teaching, clinical, and/or research performance, as well as financial productivity and departmental and institutional service. The recommendation should be accompanied by a justification for the requested increase.

The dean may approve the request, suggest a different level of increase, or request additional justification. The dean forwards all salary increase recommendations to the provost. The chair should not communicate a salary increase request to a faculty member until the provost has approved the request.

No Salary Adjustment:

The department chair will discuss performance expectations with the faculty member during the comprehensive annual review. If the recommendation for no salary adjustment is based on a low level of performance, the chair will ensure that the faculty member understands performance expectations. This conversation should be documented in writing by the department chair with a copy to the faculty member.

If the recommendation for no salary adjustment is based on the high level of faculty member's current salary, this should be explained with documentation of the AAMC 60th-percentile salary for the rank and specialty. In general, the School of Medicine uses the AAMC 60th-percentile as the salary ceiling.

Salary Reductions:

The department chair (and/or division chief) will discuss substandard performance and expectations with the faculty member. While these discussions should occur during the annual performance reviews, they also should occur when it is evident that the faculty member is not meeting the standards. These conversations must be documented in writing by the department chair and copied to the faculty member to ensure that verbal counseling about the need for the faculty member to meet performance expectations has occurred over a period of at least six months. In most circumstances the written notice will allow a minimum of an additional six months to demonstrate performance improvement prior to implementation of a salary reduction.

The combination of verbal counseling (minimum of 6 months duration prior to issuance of notice of intent to reduce salary) and the written notice of intent to reduce salary (minimum six months prior to salary action) should give the faculty member a minimum of twelve months to address performance concerns prior to actual reduction of salary.

If, after discussing the faculty member's performance and documenting those discussions, the chair feels it is appropriate to deliver written notice of the intent to lower the faculty member's salary if improvement is not demonstrated, the chair will forward a copy of the draft letter of intent to reduce salary to the dean's office for

review and approval. The dean may ask to review the documentation describing the prior discussions with the faculty member. The signatures of the department chair and the dean (or his or her designate) are required on the salary reduction letter that is delivered to the faculty member.

Related Policies and Guidelines:

1.640 Salary Support Expectations for Faculty

<https://med.virginia.edu/school-administration/wp-content/uploads/sites/304/2015/11/Salary-Support-Expectations-for-Faculty-May-2007-REV-.pdf>

1.620 Basic Science Incentive Plan

<https://med.virginia.edu/school-administration/wp-content/uploads/sites/304/2015/11/BSIP1.pdf>

1.630 Clinical Faculty Remuneration Plan

<https://med.virginia.edu/school-administration/wp-content/uploads/sites/304/2015/11/Clinical-Faculty-Remuneration-Policy-May-2007-REV-1.pdf>

Annual Performance Reviews

<http://provost.virginia.edu/node/24>

For the University Salary Policy and the minimum salaries from the Budget Office

<http://www.virginia.edu/budget/>

HRM-003 Employment of Non-Tenure-Track Faculty

<https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-003>

HRM-003 Professional Research Staff

<https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-033>

Revision history:

Policy implemented 5/14/07; administrative updates 1/27/15