

Frequently Asked Questions

Salary Adjustment Policy

February 2011

1. Is the use of market, equity, and performance adjustments new to the university?

No. These practices have been in place for many years; however, historically, these adjustments may have all been issued at the beginning of a fiscal year and not separately identified. Faculty and staff often were not aware of which portion of their annual increase related to their annual performance.

2. I am unclear of what expectations I have to meet to receive a satisfactory evaluation. What should I do?

Effective and ongoing performance management is an expectation for every ISU department chair/supervisor. As a faculty or staff member, if this is unclear, you are encouraged to initiate the discussion with your department chair/supervisor about his or her expectations of you. This should be done prior to the annual evaluation in order to allow you time to have an opportunity to demonstrate your performance. Of course, the Position Responsibility Statement (PRS) for faculty or Position Description (PD) for staff should be current and reflect these expectations.

3. How will I know what portion of my annual adjustment relates to my performance?

Your department chair/supervisor should communicate what, if any, portion of your adjustment is not related to your performance.

4. Is there a standard format for my performance evaluation?

For P&S staff, supervisors may create their own format. It should address all facets of an employee's job responsibilities. HRS has templates available for supervisors to use. These templates are available at <http://www.hrs.iastate.edu/hrs/node/86>.

For faculty, a written annual evaluation is also required (no template provided).

5. If there are no salary adjustments due to limited or no funding, will I still receive an annual evaluation?

Yes. Performance Evaluations are an important tool to communicate an employee's performance. Supervisors are required to complete them annually.

6. Is there a specific time period in which performance evaluations should be conducted?

All evaluations shall be conducted at least annually. The evaluation period may be different for each unit however the July 1 salary adjustment for faculty and staff will be based on the most recent evaluation on file.

7. I have appointments in multiple departments or have multiple department chairs/supervisors. Who should conduct my annual evaluation?

Your primary department is responsible for completing your annual evaluation for the record. For those having multiple department chairs/supervisors, it is suggested that both participate in a single evaluation. The evaluation should contain input from other areas as necessary.

8. What is the “minimum salary adjustment” tied to satisfactory performance?

It is expected that an overall satisfactory evaluation based on the annual performance evaluation should warrant some salary adjustment; a minimum percentage will be established each year and communicated through the annual budget development process – in the parameters communicated each spring.

9. Is there a range, or average salary adjustment target for employee groups or administrative units?

There will be no average or target. The parameters communicated each spring will contain a maximum threshold above which any individual salary adjustment would require further administrative approval by the respective VP or EVPP.

10. If I am a P&S employee and am currently at or near the top of my salary range, will I still receive a minimum salary adjustment for satisfactory performance?

Salaries for Professional and Scientific employees cannot exceed the maximum of the salary range. If you are at the maximum of your salary range, you will not receive a salary adjustment. If you are near the maximum of your salary range, any adjustment will be limited so as to not exceed the maximum of the range.

11. My salary is funded by a grant. Does this policy apply to me?

Yes. The Salary Adjustment Policy is applicable for all fund sources. It is important to note that faculty or staff funded entirely by external grants are still employees of ISU, with institutional policies applicable (i.e., the granting agency is not the employer). Further, federal regulations prohibit institutions from having a separate policy for setting (or adjusting) salaries for those employees paid from federal sponsored funds (separate from employees paid on state funds).

12. What is the market relative to faculty or P&S staff positions?

Market is the rate of pay with which ISU competes in fields or disciplines in local, regional or national markets. The market in which we compete for P&S positions is local or regional, whereas the market in

which we compete for tenured or tenure-eligible faculty positions is national. Market data is available for P&S staff positions through Human Resource Services, and through Institutional Research for faculty positions. ISU uses a number of survey sources to obtain and maintain this data.