

MICHIGAN STATE UNIVERSITY

July 23, 2019

TO: Vice Presidents, Deans and Separately Reporting Directors

FROM: June Pierce Youatt, Provost and Executive Vice President for Academic Affairs

SUBJECT: University-Level Market Adjustment Funding Pool FY 2019-20

The 2019-20 budget includes a provision for a 0.50 percent market salary adjustment targeted for ranked faculty but open to all faculty and academic staff not subject to collective bargaining. The market increments will be effective October 1, 2019. The intent of this program is to recognize highly marketable ranked faculty and academic staff in a timely manner and, in so doing, encourage long-term commitment to the university within the context of an increasingly competitive national market.

These guidelines apply only to the 0.50 percent university-level market pool as described here. Specifically, each responding administrator should develop market adjustment recommendations that total no more than 0.50 percent of the faculty salary base as determined by the Office of Planning and Budgets. In the face of limited resources, proposals should be targeted to areas of highest need within the college. As in previous years, it is anticipated the Office of the Provost will usually affirm individual recommendations as provided by the deans.



Office of the PROVOST

Michigan State
University
430 Hannah
Administration Building
East Lansing, MI
48824-1046

517-355-6550
Fax: 517-355-9601
provost.msu.edu

The following criteria must be met for individuals to receive market adjustments:

1. Only faculty who have been consistently judged to be very meritorious by peers at MSU or at comparable institutions should be considered. Merit is based on the same criteria as applies to promotion, tenure or post-tenure review. Typically, these individuals are also recipients of consistent merit adjustments above respective unit averages [overall and/or by rank] over the past three years inclusive of the October 1, 2019, general merit adjustment.
2. While the program is targeted for ranked faculty, academic staff may be recommended with appropriate supporting information. Proposed adjustments for academic administrators must be based on their roles as faculty members.
3. Existing salaries are at levels that may not be competitive with peers (include salary comparisons across peer departments or colleges if available).

Market Adjustment Funding Pool FY 2019-20

July 23, 2019

Page 2

Recommendations for individual market adjustments are submitted through the raise process for faculty and academic staff and should include documentation to support the individual cases (see #1, below). In order for this program to be effective, the minimum market adjustment proposed should be \$1,000, and the total number of individuals recommended for a market adjustment should constitute no more than 20 percent of the tenure system faculty in the college or MAU.

Market adjustment recommendations based on the criteria set forth above must be processed according to the following timetable:

1. Individual market adjustment recommendations should be submitted by 5:00 p.m., Thursday, August 22, through the Provost Market raise model. The model includes salary history for individuals and personnel data for eligible faculty and academic staff. A brief summary of the college proposal including total funding requested, the total number of tenure system faculty recommended for a market increase, salary history for individuals, marketability of individuals, and relevant unit and MAU averages must be submitted electronically to the Office of Planning and Budgets through the Provost Market raise model.

Generally, market adjustment funding requests should be initiated and reflected entirely within the college responsible for the faculty member's primary appointment and be based upon full salary regardless of currently existing research support. If appointed on a continuing basis through either MABR or MSUE, the supporting materials submitted to OPB should be footnoted to reflect support required from the noted units. Further, MABR and MSUE should be consulted with regard to market recommendations for such faculty.

2. The Office of the Provost will consider the market adjustment recommendations and, by Friday, September 6, will review with colleges and MAUs the amount of market salary adjustment funds to be allocated and related issues or concerns.
3. Human Resources and Office of Planning and Budgets will complete adjustments for Provost Market raise amounts approved by the Office of the Provost.

If you have any questions regarding the administration of the process, please contact David Byelich at 355-9271.

cc: D. Byelich
T. Curry