

The Dean of Faculty's Annual Salary Setting Process

I. The annual budget process at the College includes the establishment of a salary pool for the faculty.

A. Beginning in the fall semester, the Dean regularly consults with the Committee on Budget and Finance, and the Vice President for Administration and Finance, regarding the overall College budget, including the salary pool.

B. In late February or early March, the Dean consults with the Assistant Dean of Faculty for Institutional Research on comparative faculty salary data (rank among selected peer institution group by average salary in each rank; Physical Education data not available) and, when they become available, reports them to faculty.

C. In March, the College budget comes before the Board of Trustees for approval. When approved, estimates of relative distribution of available pool to each rank, based upon progress to general salary goals (middle 5 ranks of 25-peer institution group, i.e., 11–15th rank) are made in consultation with Assistant Dean of Faculty for Institutional Research and Academic Budget Manager. General salary goals for Physical Education faculty are determined in consultation with the Director of Athletics with a view to maintaining competitiveness with peer institutions.

II. Salaries are adjusted annually based on merit.

A. Determination of Merit

1. Merit is established based on the annual review process (<http://my.hamilton.edu/college/DOF/review.html>) and the department chair's annual merit recommendations.

2. Merit is assessed based upon the same criteria used for tenure and promotion, though service may be given more weight in setting salaries than in personnel decisions. As well, deficient or unproductive performance in any one area may affect overall salary merit determination negatively in a given year.

3. When the chair meets with the Dean to discuss annual reviews and make merit recommendations, the chair is provided a list of department faculty and their current salaries. The chair consults with the Dean on level of merit for each criterion for each faculty member in the department, including her or himself.

4. Salary letters are accompanied by a memorandum from the Dean detailing the process and showing overall number of faculty members in each category of merit, average % salary increases by rank, and any other information the Dean considers helpful in understanding salary determinations that year.

5. After salary letters are mailed, department chairs are provided a report on the percent increase for each faculty member in the department.

B. Distribution of Merit

1. A small group of faculty members receive higher-percentage raises ("superior merit");

2. A large group of faculty members receive moderate increases ("merit" and "high merit");

3. A small group of faculty members receive increases at the low end of the range ("normal"), or, in rare cases, a zero increase.

III. Salary adjustments (e.g., promotion in rank, market equity, corrections for underestimation of merit over a multi-year view), are made after merit increases have been calculated.