LIBRARIAN SALARY POLICY
LB Salary Plan Participants

ELIGIBILITY

Benefits eligible Librarians (Those with the following titles: Staff Librarian, Assistant University Librarian, Associate University Librarian or University Librarian who are part of the Librarian Promotion System.)

GENERAL – (in addition to the “General Information” section preceding all salary policies)

TEMPORARY SALARY INCREASES

A temporary salary increase is an increase that is divided out and paid over a specific number of pay cycles and then ends on a specific date. This temporary increase will be implemented for work performed between January 1, 2011 and June 30, 2011.

EMPLOYEES PAID CURRENT - Twelve month employees that were hired prior to July 1, 2002 (i.e. paid current) will receive their payments beginning on January 15, 2011 and continuing through June 30, 2011.

EMPLOYEES PAID IN ARREARS - Twelve month employees that were hired on or after July 1, 2002 (i.e. paid in arrears) will receive their payments beginning on January 31, 2011 and continuing through July 15, 2011.

REQUIRED VERSUS OPTIONAL SALARY INCREASES

PROMOTION INCREASES - Each librarian faculty member promoted effective fiscal year 2010-2011 will receive a base salary increase equal to 10% of their fiscal year 2009-2010 base salary. Such increases have already been provided for promoted faculty effective for the full contract year. In addition they will be eligible for the increases described below.

ANNUALINCREMENT – Faculty may be eligible for an annual increment based on years of full-time (1.0 FTE) service. An increment of $60 per year of service will be provided after the third year of such service. To be eligible for the annual increment in a given year, faculty must have been on contract full-time for 9 or more months during the fiscal year. Detailed eligibility rules are attached on Appendix A.

1.0 FTE Positions - All 1.0 FTE librarians must be provided a temporary performance-based adjustment, if assessed as eligible as a result of mandatory annual review. The process for deciding the amount of the temporary increase will be determined in accord with approved college/school/unit performance-based salary policies.

Less than 1.0 FTE Positions – Temporary salary increases consistent with the guidelines below may be provided to librarians employed for less than 1.0 FTE.

FUNDING FOR SALARY INCREASES

Each dean/director will be provided with a centrally funded increase to their non-recurring resource allocation for fiscal year 2010-11 to support all approved salary increases.
POOL OF FUNDS AVAILABLE

Approximately 1.75% of base salaries for eligible employees.

RAISE COMPONENTS – (all percentages are approximate)

First-Year Librarians

The first-year annual review of a librarian faculty member, as noted in the University guidelines, likely includes “limited evidence,” since the file closes on December 31. In fact, some units base the annual review on the previous academic year. Thus, first-year librarian faculty may be at a disadvantage in the assignment of performance-based salary increases that would be effective during their second year. To rectify this situation, and unless otherwise justified by evidence indicating either an unsatisfactory performance or a performance that is clearly documented at a very high level, first year librarian faculty members will receive a temporary salary increase of 1.75%.

Performance-Based Adjustment

These non-recurring funds are available for use at the discretion of the dean for rewarding performance in accord with annual evaluation procedures, with faculty input as specified by campus and library policies.

While college/school policies may vary, it is expected that each faculty member will be evaluated annually in each mission area - teaching, research, and service – to which he or she is assigned. An overall qualitative assessment score will be established based upon evaluation in each mission area and the percent assignment in that mission area. Salary increases will be calculated as a fixed percentage for a specific qualitative assessment score.

100% of pool will be used for this purpose.

NOTE: The dean assigns performance-based temporary salary increases in accord with approved Library/University policy. The Provost’s Office must provide the final approval for all performance-based adjustments.