

MICHIGAN STATE UNIVERSITY

July 22, 2022

TO: Deans, Chairpersons, and School Directors
Academic Support Units

FROM: Teresa K. Woodruff, Ph.D., Provost and Executive
Vice President for Academic Affairs

Norman J. Beauchamp, M.D., Executive Vice President
for Health Sciences

Douglas A. Gage, Ph.D., Vice President for Research
and Innovation

SUBJECT: Faculty and Academic Staff Salary Adjustment Guidelines – 2022-2023

We are pleased to recognize the vital role that faculty and academic staff play in carrying out the university's mission, and in advancing its aspirations. People are at the very center of MSU's strategic plan. The strategic plan notes: "MSU's biggest investment — and most important asset — is the exceptionally talented faculty and academic staff at the core of the Spartan community." This year's merit pool reflects the university's commitment to the MSU faculty and academic staff.



OFFICE OF THE PROVOST

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 430
East Lansing, Michigan 48824

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

The MSU Board of Trustees approved a salary merit raise pool for non-union faculty and academic staff of 5.0 percent. Additionally, 1.5 percent was approved for an Equity and Excellence Market Pool ("market") for non-union faculty and academic staff. Merit and market adjustments will be effective October 1, 2022. The market pool is university-wide and open to all faculty and academic staff. As in past years, guidelines for the market pool will be distributed separately.

Merit Basis

Raises will be distributed based on merit. Adjustments for individuals should recognize relative merit in the performance of their duties across the university's mission of teaching, research, and outreach, along with advising and curriculum development for academic staff. Unit administrators are expected to ensure that individual performance is assessed through the appropriate peer review process and that salary increase recommendations are differentiated based on merit assessment. Given that years 2020 and 2021 did not include a merit raise review process, we understand that units may want to take into account faculty and academic staff performance from the last three years (2019-2020, 2020-2021, 2021-2022) for merit raise allocation in this year's process. Units that would like to take the last three years into consideration for distribution of merit raises will need to ensure their guidelines are fair and consistent with established unit bylaws.

The Office of the Provost has consulted with the University Committee on Faculty Affairs (UCFA) on the salary increases in accordance with the Bylaws for Academic Governance. The UCFA believes that salary adjustments should be based on the concept of merit as reinforced by appropriate peer review. The Academic Specialist Advisory Committee (ASAC) Salary Recommendations were reviewed and taken into consideration.

Guidelines for the distribution of salary adjustments based on merit are to be developed at the unit level in accordance with the principles stated. Primary unit administrators have responsibility for unit guidelines (Section 2.1.2.1. of the [Bylaws for Academic Governance](#)) and must seek the advice of unit faculty and academic staff in developing the guidelines.

In accordance with university policy, efforts to advance university objectives that are crosscutting and/or interdisciplinary must be recognized in the merit process along with contributions to the creation, transmission, application, and preservation of knowledge ([Article 7 of the University bylaws](#)). This category includes efforts in areas such as university outreach, integrative studies, international activities, and diversity, equity, inclusion, and pluralism. In addition, consideration should be given for contributions such as service in academic governance, including grievance panels.

Consistent with past practice, research associates are part of the university's academic staff. These salary increases should be handled in accordance with the guidelines. Further, faculty and academic staff with approved terminal consultancies and/or established retirement dates are eligible for salary adjustments based upon merit.

Faculty and academic staff members are entitled to know the evaluation criteria and process by which they are being evaluated, as well as the connection between that evaluation and their merit raise ([Faculty Review](#) policy). It is expected that an overall satisfactory evaluation based on peer review should warrant some salary increase, depending on the relative merit of the individual's contributions. No faculty or academic staff member is entitled to a merit increase based simply on meeting assignments; quality and impact of the performance must be the basis for the decision along with quantity of work. Adjustments should be based fully on merit and incorporate an appropriate form of peer review. A decision to make no salary adjustment or a very low salary adjustment to an otherwise eligible individual must result from merit considerations. Deans are not required to submit written explanations of the rationale for any merit-based salary adjustment decision, but documentation (process and related individual documents) should be retained in the appropriate administrative office.

In determining salary increase recommendations, consideration must be given to ensuring equitable and fair treatment for faculty and academic staff and must be consistent with merit and market considerations.

Equity and Excellence Market Pool

The principles of scholarly excellence and equity will be used for allocation of market adjustments. A separate memorandum detailing the 2022-2023 market process will also be distributed.

Promotional Increases

The university provides centrally funded promotional increases to recognize the achievement of promotion and/or award of tenure or continuing status for faculty and academic staff as follows:

For tenure system faculty:

Associate Professor	\$4,000
Full Professor	\$5,000
Associate Professor upon the award of Tenure	\$4,000

Promotion and/or award of continuing status for the following groups:	
Librarians	\$4,000
FRIB/NSCL Staff	\$4,000
Academic Specialists (non-union)	\$4,000

College or department funds may be applied, if necessary, to fully support promotional increases in accordance with long term practice.

The promotional increments are to be effective October 1, 2022.

Deans Withhold

Generally, deans allocate salary adjustment funds to primary units in equal or approximately equal proportion. However, merit, promotions, and other considerations may require a differential distribution to units. This distribution is funded through a factor commonly referred to as the “Dean’s Withhold.” To the extent that such a factor is required in 2022-23, deans may withhold up to 0.15 percentage points. It is anticipated that deans will apprise appropriate faculty advisory groups of the existence of the withhold and its intended use.

If deans depart from this guideline, the appropriate faculty advisory group and relevant unit administrator must be consulted, and the approach reviewed with the Office of the Provost prior to the distribution of funding to the units. Information about such procedures must be made available, if requested, to unit administrators and faculty.

Minimum Salary Levels

Minimum salary levels for designated groups are noted below. Faculty and academic staff who draw salary from grants should adjust salaries accordingly and contact the Office of Sponsored Research or VPRI with specific questions or concerns. In some cases, the Provost, VPRI, and/or EVPHS may assist for short bridging times to accommodate those salary increments.

Minimum Salary Guidelines: Tenure System Faculty (2022-2023)

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$60,000	\$73,334
Associate Professor	\$65,000	\$79,445
Professor	\$75,000	\$91,667

Minimum Salary Guidelines: Non-Union Fixed Term Faculty and Academic Staff (2022-2023)

Faculty Rank	Academic Year	Annual Year
Lecturer	\$45,000	\$55,000
Assistant Instructor	\$45,000	\$55,000
Instructor	\$45,000	\$55,000
Academic Specialists	\$45,000	\$55,000

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$55,000	\$67,222
Associate Professor	\$60,000	\$73,333
Professor	\$70,000	\$85,555
Research Associate	\$41,431	\$50,637

Minimum Salary Guidelines: For Union of Non-tenure Track Faculty (2022-2023)

Annual salary adjustments will occur for members of the Union of Non-tenure Track Faculty (UNTF) in accordance with its recently bargained successor collective bargaining agreement.

Faculty Rank	Academic Year	Annual Year
Lecturer	\$45,000	\$55,000
Assistant Instructor	\$45,000	\$55,000
Instructor	\$45,000	\$55,000
Specialist	\$45,000	\$55,000
Assistant Professor	\$55,000	\$67,222
Associate Professor	\$60,000	\$73,333
Professor	\$70,000	\$85,555

Questions may be directed to:

- Office for Faculty and Academic Staff Affairs, fasaffairs@msu.edu
- Office of the Executive Vice President for Health Sciences, ohs.hr@msu.edu
- Sponsored Programs Administration, help@osp.msu.edu

cc: Ann E. Austin, Ph.D.
Thomas Jeitschko, Ph.D.
Melanie Trowbridge, MSHR