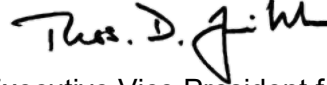


MICHIGAN STATE UNIVERSITY

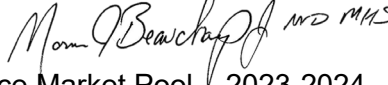
July 17, 2023

TO: Deans, Chairpersons, School Directors
Academic Support Units

FROM: Thomas D. Jeitschko, Ph.D., Interim Provost and Executive Vice
President for Academic Affairs



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



SUBJECT: Equity and Excellence Market Pool – 2023-2024

MSU's Strategic Plan includes an emphasis on Faculty and Staff Success. By highlighting this priority, the Strategic Plan recognizes that institutional excellence in fulfilling our missions in teaching, research, and outreach at the local, national, and global levels depends on the strength and quality of our faculty and academic staff. 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.

Upon recommendation of University leaders, the MSU Board of Trustees approved the 2023-2024 University budget, which includes the salary merit raise pool for non-union faculty and academic staff of 4.0 percent. Additionally, 1.0 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, 2023. The market pool is university-wide and open to all faculty and academic staff.



OFFICE OF THE PROVOST

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The Equity and Excellence Market Pool ("market") recognizes faculty and academic staff who are consistently acknowledged as meritorious by peers at MSU or at comparable institutions. In many but not all instances, their scholarship will be reflected favorably by national or international metrics and tools and referenced in the college recommendations. In addition, faculty and academic staff making a significant contribution to the college and whose salaries are materially below peers are to be considered.

The principle of inclusive excellence and equity will be used for allocation of the market pool. Deans are asked to develop recommendations which address this goal within the context of a 1.0 percent market pool. An explicit rationale for each recommendation must be documented for review. The adjustment will be effective October 1, 2023. The intent of this pool of monies is to recognize talented faculty and academic staff in a timely manner and, in so doing, encourage long-term commitment to the university within an increasingly competitive national market.

Specifically, each responding administrator is requested to develop recommendations that total no more than 1.0 percent of the faculty and academic staff salary base within their major administrative unit (MAU). The total number of individuals recommended for a market adjustment should generally not apply to more than 20% of the faculty and academic staff in the MAU.

Recommendations for individual market adjustments are submitted through the raise process for faculty and academic staff.

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

1. Individual market adjustment recommendations should be submitted by 5:00 p.m. on August 25, 2023, through the market raise model (PRM Planning Analytics). A summary of the college proposal, including total funding requested, the total number of faculty and academic staff recommended for a market increase, scholarly history for individuals, marketability of individuals, and relevant unit and MAU comparisons must be submitted electronically to Faculty and Academic Staff Affairs (FASA) at fasaffairs@msu.edu in the Office of the Provost.
2. The college submittal will be reviewed with the Dean by Provost staff and ultimately acted upon by the Provost.

Generally, market adjustment funding requests should be initiated and reflected entirely within the college responsible for the faculty or academic staff 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 FASA should be footnoted to reflect support required from the noted units. Further, MABR and MSUE should be consulted about market recommendations for such faculty and academic staff.

3. The Office of the Provost will consider the market adjustment recommendations by September 11, 2023 and may review with colleges and MAUs the amount of market adjustment funds to be allocated and any related issues or concerns.
4. Human Resources and FASA will complete adjustments for market raise amounts approved by the Office of the Provost.

If you have questions regarding the administration of the process, please contact Ann Austin or Melissa Sortman, via fasaffairs@msu.edu.

For the colleges of Human Medicine, Nursing, and Osteopathic Medicine:

1. Individual market adjustment recommendations should be submitted by 5:00 p.m. on August 25, 2023, through the market raise model (PRM Planning Analytics). A summary of the college proposal, including total funding requested, the total number of faculty and academic staff recommended for a market increase, scholarly history for individuals, marketability of individuals, and relevant unit and MAU comparisons must be submitted electronically to the Executive Vice President for Health Sciences (EVPHS) at ohs.hr@msu.edu.
2. The college submittal will be reviewed with the Dean by EVPHS staff and ultimately acted upon by the EVPHS.

Generally, market adjustment funding requests should be initiated and reflected entirely within the college responsible for the faculty or academic staff 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 EVPHS should be footnoted to reflect support required from the noted units. Further, MABR and MSUE should be consulted about market recommendations for such faculty and academic staff.

3. The Executive Vice President for Health Sciences will consider the market adjustment recommendations by September 11, 2023 and may review with colleges and MAUs the amount of market adjustment funds to be allocated and any related issues or concerns.
4. Human Resources and EVPHS staff will complete adjustments for market raise amounts approved by the Executive Vice President for Health Sciences.

If you have any questions regarding the administration of the process, please contact Melanie Trowbridge at 355-4119.

cc: Ann E. Austin, Ph.D.
Melissa Sortman, M.A.
Melanie Trowbridge, MSHR