

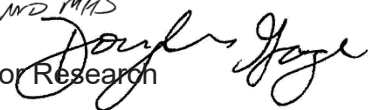
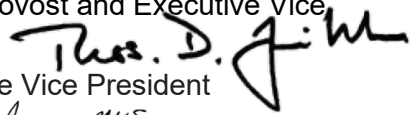
July 17, 2023

**TO:** Deans, Chairpersons, and 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

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



**SUBJECT:** Faculty and Academic Staff Salary Adjustment Guidelines – 2023-2024

Our faculty and academic staff have carried out their work with dedication, inspiration, and compassion for our students and the full array of members of our community in the face of exceptionally challenging events. 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 the recommendation from 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. 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.

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 consultantships 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 2023-2024 market process will also be distributed.

**Dean’s 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 2023-24, 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 and/or the Executive Vice President for Health Sciences prior to the distribution of funding to the units. Information about such procedures must be made available, if requested, to unit administrators and faculty.

**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 and non-union fixed-term faculty:

Associate Professor	\$4,000
Full Professor	\$5,000

For tenure system faculty only:

Associate Professor upon the award of Tenure	\$4,000
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Promotion and/or award of continuing status for the following groups (includes non-union fixed-term where applicable):

Librarians	\$4,000
FRIB Academic Staff	\$4,000
Academic Specialists (non-union)	\$4,000

All promotional increments are to be effective October 1, 2023. Human Resources will automatically apply this increment for those who qualify effective October 1, 2023.

**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 Vice President for Research and Innovation with specific questions or concerns. In some cases, the Provost, VPRI, and/or Executive Vice President for Health Sciences may assist for short bridging times to accommodate those salary increments.

**Minimum Salary Guidelines: Tenure System Faculty (2023-2024)**

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$62,400	\$76,267
Associate Professor	\$67,600	\$82,623
Professor	\$78,000	\$95,334

**Minimum Salary Guidelines: Non-Union Fixed Term Faculty and Academic Staff (2023-2024)**

Faculty Rank	Academic Year	Annual Year
Lecturer	\$46,800	\$57,200
Assistant Instructor	\$46,800	\$57,200
Instructor	\$46,800	\$57,200
Academic Specialists	\$46,800	\$57,200

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$57,200	\$69,911
Associate Professor	\$62,400	\$76,266
Professor	\$72,800	\$88,977
Research Associate	\$43,088	\$52,662

**Union of Non-Tenured Faculty as collectively bargained**

The budget includes funding to bring Collective Bargaining Agreement raises up to 4.0 percent in situations where the current agreements are less than 4 percent. As a result, the merit raise pool for UNTF will be 4.0 percent effective October 1, 2023 for eligible employees.

Any adjustments will be made in accordance with applicable departmental/school/ college bylaws or guidelines for distribution of merit increases.

There is a \$2,000 one-time increase to the base salary for employees who achieve Designation B status. The increase shall be effective October 1, 2023 following the start of the initial Designation B appointment. Human Resources will automatically apply this increment for those who qualify effective October 1, 2023.

**Union of Non-Tenured Track Faculty Promotional Increases**

Senior Instructor	\$3,000
Senior Academic Specialist	\$3,000
Associate Professor	\$3,000
Professor	\$4,000

**Minimum Salary Guidelines: For Union of Non-tenure Track Faculty (2023-2024)**  
Annual salary adjustments will occur for members of the Union of Non-tenure Track Faculty (UNTF) in accordance with the collective bargaining agreement.

<b>Faculty Rank</b>	<b>Academic Year</b>	<b>Annual Year</b>
Lecturer	\$46,800	\$57,200
Assistant Instructor	\$46,800	\$57,200
Instructor	\$46,800	\$57,200
Specialist	\$46,800	\$57,200
Assistant Professor	\$57,200	\$69,911
Associate Professor	\$62,400	\$76,266
Professor	\$72,800	\$88,977

Questions may be directed to:

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

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