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UNIVERSITY

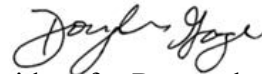
July 18, 2024

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

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



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



SUBJECT: Faculty and Academic Staff Salary Adjustment Guidelines – 2024-25

Our faculty and academic staff continue to carry out their work with dedication and inspiration. 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 2024-25 university budget, which includes the salary merit raise pool for non-union faculty and academic staff of 3.0 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, 2024. As in past years, guidelines for the market pool will be distributed separately.



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

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) regarding the salary increases for October 1, 2024. This consultation took place both before and after the raise recommendation memorandum was written by UCFA and subsequently endorsed by the Faculty Senate. In addition to recommending a merit increase and an equity and excellence increase, the UCFA also recommended an across-the-board increase.

However, as discussed with UCFA, an unintended consequence of across-the-board raises is that they compound existing inequities, while simultaneously reducing the raise pool used to address these inequities. Therefore, we have set aside the total raise pool to be distributed between merit and equity/excellence. The Academic Specialist Advisory Committee (ASAC) Salary Recommendations were also 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. 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 at the department, college, or university level, including service on 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 2024-2025 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 2024-25, deans may withhold up to 0.15 percentage points of the merit pool (i.e., 5% of the 3%). 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 must be 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.

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, 2024. Human Resources will automatically apply this increment for those who qualify effective October 1, 2024.

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 or the VPRI may assist for short bridging times to

accommodate those salary increments.

Minimum Salary Guidelines: Tenure System Faculty (2024-2025)

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$64,272	\$78,555
Associate Professor	\$69,628	\$85,102
Professor	\$80,340	\$98,194

Minimum Salary Guidelines: Non-Union Fixed Term Faculty and Academic Staff (2024-2025)

Faculty Rank	Academic Year	Annual Year
Assistant Professor	\$58,916	\$72,008
Associate Professor	\$64,272	\$78,554
Professor	\$74,984	\$91,646
Research Associate	\$44,381	\$54,242*

*Note: *This salary minimum may be increased to \$58,656 on Jan 1, 2025, due the revised Fair Labor Standards Act. Given considerable legal uncertainty at this time, we are waiting for more legal certainty to decide. As you may recall, there were legal actions following the issuance of new FLSA regulations in 2016. Legal action challenged the proposed changes to the regulations and a nationwide injunction ultimately blocked them from taking effect, so this may happen again.*

Union of Non-Tenured Faculty as collectively bargained

As negotiated in the collective bargaining agreement, a merit pool equivalent to 3.0% of the eligible employees’ annualized wages will be established for distribution.

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, 2024 following the start of the initial Designation B appointment. Human Resources will automatically apply this increment for those who qualify effective October 1, 2024.

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 (2024-2025)

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

Faculty Rank	Academic Year	Annual Year
Lecturer	\$48,204	\$58,916
Assistant Instructor	\$48,204	\$58,916
Instructor	\$48,204	\$58,916
Specialist	\$48,204	\$58,916
Assistant Professor	\$58,916	\$72,008
Associate Professor	\$64,272	\$78,554
Professor	\$74,984	\$91,646

Questions may be directed to:

- Office for Faculty and Academic Staff Affairs, fasaffairs@msu.edu
- Sponsored Programs Administration, help@osp.msu.edu

Cc: Teresa Mastin, Ph.D.