

Committee Report 2024-2025

Valerie Herzog,
Chair Jason
Francis, Liaison

SALARY, BENEFITS, BUDGET, AND FISCAL PLANNING (SBBFP)

PPM 1-13, Article B-V, Section 4.10: The Committee on Salary, Benefits, Budget and Fiscal planning shall study, evaluate and make recommendations on faculty salaries, benefits, budgets and fiscal planning issues.

This Committee shall not exceed nine members with representation from each organization unit. The Faculty Senate chair shall serve as the Executive Committee liaison. A subcommittee shall serve under the direction of this Committee and represent the faculty in salary and related negotiations with the University administration. No two members of this subcommittee shall be from the same organizational unit. This subcommittee shall consist of the Faculty Senate chair, the chair of the Committee on Salary, Benefits, Budget and Fiscal Planning and a third member nominated by the Committee and approved by the Faculty Senate.

1. Review the recommendations of the Shared Governance task force related to the SBBFP committee, in September, to prepare for a vote of the Faculty Senate on October 10th 2024 and share feedback with the Executive Committee to facilitate the vote.

Discussed the recommendations and shared feedback with Jason Francis at the September 9, 2024 committee meeting.

2. Examine salary options for compensation increases and prioritize recommendations. (Spring) (**Ongoing**)

Distributed the Faculty Salary Survey on Feb. 27th and will use the data to make recommendations to the administration for compensation increases depending on what is provided by the legislature. Negotiating Team: Valerie Herzog, Jason Francis, Tressa Quayle.

3. Review the process related to equity and merit adjustments from the previous year. (Fall) (**Ongoing**)

Work continues in collaboration with APAFT on PPM 8-28 to establish policies related to Annual Faculty Performance Reviews and merit pay allocation. Recommend as ongoing charge to work with APAFT on this new policy.

Recommend removing this charge for the 2025-26.

4. Review campus salary levels using CUPA data, which includes data from some regional peer institutions. (Spring) (**Ongoing**)

Completed by subcommittee and presented at February Faculty Senate meeting. Shared data sets with each Dean. Subcommittee members: Loisanne Kattelman, Tressa Quayle, Tracy Covey, Miranda Kispert, Heather Chapman

5. Review salary equity issues

a. Review compression and inversion in salaries.

b. Review demographic equity in

faculty salary (Spring) (**Ongoing**)

Completed by subcommittee and presented at February Faculty Senate meeting. Shared data sets with each Dean.

Subcommittee members: Loisanne Kattelman, Tressa Quayle, Tracy Covey, Miranda Kispert, Heather Chapman

6. Consult with various departments who conducted faculty searches, review turnover data and identify issues associated with failed searches. Provide recommendations for streamlining the hiring process when necessary.

Ongoing work with HR to review the data provided and develop recommendations. Found it very difficult to obtain accurate data regarding why a particular search failed. Subcommittee members: Kathryn Sperry, Jason Francis, Tracy Covey

Next year's charge - shift to long-term analysis to evaluate trends, rather than a single year's analysis. Focus on the total number of failed searches per year. Suggested new charge:

Collect longitudinal data to examine turnover data trends and identify the number/percentage of failed searches each year.

7. Work with VP Administrative Services Norm Tarbox to explore budgetary processes and trends. (Fall and Spring) (**Ongoing**)

Norm Tarbox and Wendall Rich attended the April SBBFP meeting to review the university's budget processes and trends and answer questions. (Note: Norm Tarbox is retiring.)

8. Work with APAFT to review and approve the proposed Annual Faculty Review PPM language.

Work continues in collaboration with APAFT on PPM 8-28 to establish policies related to Annual Faculty Performance Reviews and merit pay allocation.

9. Based on the best practices for merit pay document available on the Faculty Senate resolutions web page, investigate the feasibility of sharing some best practices and the creation of an area to share the information.

Work continues in collaboration with APAFT on PPM 8-28 to establish policies related to Annual Faculty Performance Reviews and merit pay allocation.

Recommend removing this charge for 2025-26.

10. Re-evaluate PPM 3-21a related to Sick and Family Leave, specifically explore the viability of changing the 12 weeks of paid leave to a full semester.

PPM 3-21a was updated to require that HR be involved in the development of the leave plan for the faculty member to ensure it is equitable and in compliance with all applicable laws.

WSU legal counsel made additional edits to the policy to add clarity. The updated policy was approved at the January Faculty Senate Meeting. It was determined that changing faculty leave from 12 to 15 weeks was not feasible, however, HR will share a list of suggested activities that a faculty member could be assigned for the remaining three weeks of sick or family leave.

Recommend removing this charge for 2025-26.

11. Prioritize a comprehensive one-year study to review adjunct compensation and equity issues. This review should address the full spectrum of the adjunct experience including the following:

- Regional practices for adjunct pay; in particular, review structures that separate adjunct pay from overload pay and align with NISS findings suggesting that WSU proceed with separating associate-seeking student activities (largely taught by instructor, adjunct representatives) from bachelor or higher seeking student activities (focused more on the tenure track, overload system)
- Equity issues in adjunct pay both in general and by subgroup populations (e.g. gender, race/ethnicity, etc)
- Approaches to institute a tiered compensation system that supports retention/promotion of high quality adjunct instructors.
- Options for timing of adjunct pay
- Trends in adjunct pay over time

Discussed results from last year's adjunct survey, which showed that a major and common concern among adjuncts was the pay schedule. Another survey did not seem prudent until progress had been made on this or other concerns raised by last year's survey (see Adjunct Charges below). Once progress is made in this and/or other areas, another study should be planned and conducted.

Recommend that this charge carry over to 2025-26. Prioritize processes with the payroll office.

12. Review the potential of eliminating contract employee status for Instructors.

Discussed with Meagan Thunell with HR. There does not seem to be a way to make

this change at this time. (Valerie will double-check with Meagan to see if instructors were eligible for VSIPs in the past academic year.)

Adjunct charges:

1. Explore ways to improve practices, such as automation, and transparency surrounding creation and finalization of adjunct contracts.
 - a. Adjuncts sign contracts each semester, and notice that the process is not automated so some have never been paid because the contract was not finalized. Review the process and look for automation and communicate with adjuncts when the official start and end dates are enacted.
 - b. If an adjunct is not employed for 12 months, need to reapply for the position. Have to reapply every 12 months, look for possible ways to address, even if it is every 2 years to follow course rotation. Once the rehire process is complete, could People Admin be used to hire from a pool of candidates to streamline the process.
2. Explore options for improving the timing of adjunct pay in a semester. The current model is after 6 weeks, but could the adjunct pay model follow the full-time staff and faculty pay model?
 - a. Benchmark pay schedules and implementation at other USHE schools.
 - b. Suggest that adjuncts shouldn't have to follow the three week mark as some adjuncts have noted a 2 week pay schedule at other schools.
 - c. Research alternate pay structures/schedules for adjunct faculty to separate them from traditional pay structures

We met with Payroll, HR, and the Provost's Office and asked about the timing of payments. Currently, this is a manual process, which hinders the ability to speed it up. There is a request in the Payroll IT portfolio to create an automation for this process. This would allow things to be sped up by at least two weeks, so adjuncts would wait 4 weeks for the first paycheck, not 6. We need to keep an eye on the status of the project in the portfolio. This is what I would recommend as the charge for next year: Check in on status and continue to request it get worked on.

This meeting also indirectly helps with #1 by automating some of the paper or external processes that are not tied to the regular pay cycle. Other than that, #1 was not directly worked on this year.

For 2025-26, proactively coordinate with CETL and TLC regarding adjunct surveys.