Monday, May 11, 2009

Dear Colleagues,

Interim President Tony Frank has decided that, in light of the budget challenges facing the institution, **we will not have a merit-based salary exercise nor will there be special and equity increases this year.** It is, however, our intention to honor our prior commitments to promotional increases from the promotion and tenure process.

This has happened in the past, most recently in 2002. At that time, questions were raised about employees who were funded from non-13 sources. Our perspective on this is that the average salary increase level is one that is applied to all Colorado State University employees regardless of the source of funding for their salaries.

Throughout the year we have been considering off-cycle salary increases for reasons of critical retention or substantial new responsibilities (which are often accompanied by a promotion and change of title). This will still be the case; however, these requests should only be submitted for extenuating circumstances and on a limited basis. There will be no central funding to support any off-cycle salary increases and we will expect extensive documentation for such requests. Off-cycle salary requests will be reviewed closely by a special subcommittee of the Executive Committee of the Cabinet.

Please distribute this memo to the individuals in your college or unit who are responsible for processing this paperwork.

Rick Miranda
Interim Provost and Executive Vice President