DATE: March 7, 2024

TO: Deans, Directors, and Vice Chancellors

FROM: Charles Isbell, Provost and Vice Chancellor for Academic Affairs  
       Robert Cramer, Vice Chancellor for Finance and Administration

RE: Central Funds for Compensation Adjustments, 2023-24 Fiscal Year

University of Wisconsin–Madison leadership has approved a fiscal year 2023–2024 compensation strategy. This strategy will support the university’s Total Compensation Philosophy, which is to be a market-competitive employer that supports our staff and faculty.

This compensation strategy includes an allocation of over $23.5 million to support schools, colleges, and divisions for recognizing and retaining faculty and staff, as well as to assist in addressing issues identified in the annual compensation analysis. As with previous compensation plans, units are encouraged to review their budgets and allocate funds to address salaries for positions that are not centrally funded. Base adjustment allocations are prorated in 2023-24 and fully funded in 2024-25 and thereafter.

Central funding is provided for wage and salary adjustments for positions on Funds 101 and 104.

- Units are responsible for wage and salary adjustments for positions on all funds whether funded centrally or from within own funding allocations.
- Each school, college, and division will outline processes related to distribution/eligibility of funds and communicate it to employees. This is essential for promoting understanding and confidence in the compensation process.
- Units shall have the flexibility to target all base adjustments funds to areas of greatest need with the provision that decisions do not erode progress the university has made in recent years in raising faculty salaries closer to the top of peer rankings. Specifically, funds allocated to faculty can be shifted to staff, but funds allocated to staff cannot be shifted to faculty.
- Base adjustment timeframes are identified below.
- The central Office of Human Resources (OHR) will provide details about processing pay adjustments later.
Providing $23.5 million for compensation is crucial to support outstanding faculty and staff who make the university a world-class research and teaching institution.

Attached to this memo are the following documents:
- Information specific charts to 2023-24 Pay Initiatives
- Performance and Retention Compensation for 2023–2024
- Overarching HR and Budget Guidelines for 2023-24 Pay Initiatives
- Sample Compensation Review Process for units
- Charts with 2023-24 Funding Allocations by school, college, and division
- Proration information for base adjustments during 2023-24

Additional information is on the Pay Increases website. View the university’s Salary Structure for all ranges.

For specific compensation questions contact the central Office of Human Resources (OHR) Compensation Team. To view these documents online visit hr.wisc.edu.

CC: Jennifer Mnookin, Chancellor  
Beth Meyerand, Office of the Provost  
Natalie Feggestad, Madison Budget Office  
Allison LaTarte, Data, Academic Planning, and Institutional Research  
Patrick Sheehan, Office of Human Resources
# 2023-2024 Pay Initiative Charts

The following provides information specific to each pay funding initiative - Overarching HR and budget guidance for administering these funding programs is listed in this document.

## Staff – Base Adjustments ($13.5 million)

OHR will provide detailed guidance to campus HR representatives.

<table>
<thead>
<tr>
<th>Pay Adjustment</th>
<th>Funding Allocated</th>
<th>Employee Category</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base-building Central Compensation Fund</td>
<td>$7.5 million</td>
<td>Academic staff</td>
<td>Adjustments will be effective:</td>
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<tr>
<td>Compression/Parity*</td>
<td>$4.5 million</td>
<td>University staff</td>
<td>3/24/24</td>
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<td></td>
<td></td>
<td>Limited appointee</td>
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<tr>
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<td>4/21/24</td>
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<tr>
<td></td>
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<td></td>
<td>5/5/24</td>
</tr>
</tbody>
</table>

* Consider performance, experience, and knowledge. Assess individual employee placements within salary ranges compared to others with the same title. OHR will work with campus HR representatives to assess parity issues across schools, colleges, and divisions. For more information visit the [Pay Increases](#) website.

## Faculty – Base Adjustments ($5.45 million)

Adjustments will be distributed through existing school and college processes.

<table>
<thead>
<tr>
<th>Pay Adjustment</th>
<th>Funding Allocated</th>
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<tbody>
<tr>
<td>Recurring Faculty Block Grant</td>
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<td>Adjustments will be effective:</td>
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<td></td>
<td></td>
<td>3/24/24</td>
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<td>4/21/24</td>
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<tr>
<td></td>
<td></td>
<td>5/5/24</td>
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<tr>
<td>Faculty Post-Tenure Adjustments for Distribution in FY2025</td>
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<td>FY2025</td>
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<tr>
<td>Faculty Promotion</td>
<td>$450,000</td>
<td>FY2025</td>
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</table>
## Faculty and Staff Bonus Funds ($5M)

Adjustments will be distributed through existing school and college processes.

<table>
<thead>
<tr>
<th>Pay Adjustment</th>
<th>Funding Allocated</th>
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<th>Timeframe</th>
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</thead>
<tbody>
<tr>
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<td>Academic Staff, Faculty,</td>
<td>Payments no later than June 16, 2024</td>
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<tr>
<td></td>
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<td>Limited Appointee, University Staff</td>
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</table>
Staff-Base Adjustments

The following adjustments are available to support the university’s compensation philosophy. The following adjustments are specific to University Staff, Academic Staff and Limited Appointees.

Faculty adjustments are listed in additional sections below.

Performance ($7.5M)

The campus is allocating $7.5M to recognize sustained performance that meets or exceeds established standards of a job for Academic Staff, University Staff and Limited employees. Employees must be up to date with Cybersecurity Awareness Training and Preventing Sexual Harassment and Sexual Violence training requirements to receive this base adjustment.

Market Competitive Adjustments ($1.5M)

For 2023-24, the central campus will allocate funds to aid in ongoing efforts in addressing employees' wages in relation to the relevant labor market, and in response to changing market conditions. The funding will be used to ensure UW–Madison continues to remain competitive as an employer and retains top talent in a highly competitive labor market environment.

Parity (and Compression) Adjustments ($4.5M)

Parity adjustments help ensure that appropriate and meaningful salary relationships for employees in the same title are maintained. Identified parity adjustments should be informed by the employees’ relevant qualifications and compensable factors in reference to their base salary position within the respective salary range assignment.

Pay compression occurs when employees are in similar jobs but with different experiences and other relevant compensable characteristics, are paid similarly and in a manner which does not sufficiently recognize such differences in base compensation levels.

Faculty – Base Adjustments

Recurring Faculty Block Grant ($4M)

For 2023-24, the central campus will allocate funds of $4 million for salary base adjustments for faculty (Block Grant). The funds are provided to colleges, schools, and divisions to reward exceptional performance/merit and address retention.

Faculty Post-Tenure Review Increment ($1M)

For 2024-25, central campus is allocating $1 million for post-tenure review adjustments. Funds are distributed to schools and colleges based on an FTE head count of tenured faculty on 101 funds.

Departments will follow their normal schedule of post-tenure review to coincide with the post-tenure review process guidance. Faculty will undergo the normal process of post-tenure evaluation as outlined in department, school/college, and university policies. (It is assumed that about one-fifth of each school's or college's faculty undergo post-tenure review each year.)
adjustments (the central portion plus any school/college matching funds) should fall within a range between $1,500 and a dollar amount equal to 5% of base salary.

**Faculty Promotion ($450K)**

Campus will provide funding for faculty promotions in accordance with past practice in which funding is provided for 50% of actual promotions funded on 101 using the October payroll snapshot. Madison Budget Office will notify divisions of their FY25 allocations when the transfers are processed.

**One-Time Bonus Funds ($5M)**

**Performance Bonus Fund (faculty and staff)**

For 2023-24, the central campus will allocate $5 million for one-time, lump-sum performance bonuses for faculty, academic and university staff, and limited appointees. Employees must be in Good Standing for Training and Performance to receive this payment. Funding will include employees paid on both 101 and non-101 funds.
Overarching HR and Budget Guidelines
2023-24 Centralized Pay Adjustment Funding

The following provides guidance for all compensation adjustments/bonuses under the centralized funding programs.

- Final authority for proposing adjustments is delegated to deans and directors.
- It is expected that deans/directors' offices will work closely with departments/units to determine who is eligible to receive these funds.
- Adjustments will be submitted centrally for processing as defined by OHR
- There will need to be justification and documentation for all increases.
- Further information about how to process these increases will be forthcoming from OHR.

Staff Base Adjustments will be processed with an effective date between March 24, 2024, and May 5, 2024. OHR will coordinate a one-time mass upload of the rate changes for college/schools/divisions effective May 5, 2024.

Faculty Block Grant adjustments - Can be processed with the effective date between March 24, 2024, and May 5, 2024.

Performance Bonuses- Can be processed with the earliest effective date being March 24, 2024. The deadline for spending the funds is June 16, 2024.

Salary Range Maximum - Individuals at or above the maximum of their pay range are not eligible for base adjustments. These individuals can receive a performance bonus lump sum.

Funding Split

- Only faculty and staff fully or partially funded on 101 funds can be considered for base-adjustments under these funding programs. When both 101 and non-101 funds underwrite a faculty or staff salary, the portion of the base adjustment borne by central campus will be the 101-share of the salary; increases from this program cannot change the funding split.
- Adjustments to salaries on non-101 funding must be made with non-101 funds.
- Colleges, schools, and divisions must provide adjustments/bonuses on 101 funding of at least their allocated amount to receive their full 101-allocation for the program. Additional central campus funding will not be provided for 101 adjustments more than the allocation amount.
Employee Eligibility

The following employees are ineligible for adjustments under this funding program:

- Employees within their first 6 months of a probationary period or evaluation period
- Post-Retirement Rehires not hired through an open recruitment
- Is not considered in good standing related to any position specific compliance requirements.
- Supervisory staff who are not current with their employee performance evaluations according to the divisional performance evaluation schedule
- Employees who are on a performance improvement plan or the most recent performance evaluation (annual or midpoint) dated on or after the previous fiscal year start date has an overall rating of “Not Meeting Expectations” or “Unsatisfactory.”
Compensation Review Process (Sample Process)

The university is providing FY 2023-24 central funding to colleges, schools, and divisions to facilitate compensation adjustments and one-time performance bonuses. College X is excited to use this funding to address compensation issues including awarding faculty and staff for exceeding expectations.

College X will proceed with the following process for pay adjustments.

- Each department/center will receive a funding allocation (broken down by ongoing and one-time bonus funding) and a listing of eligible faculty and staff. The funding amounts will be based on the number of faculty and staff in the department/center.

- Faculty/supervisors will holistically review the contributions faculty and staff have made and advance recommendations (names, justifications for base-adjustments and one-time performance bonuses, and amounts) to the chair or director by (insert date). The guiding principles below will be used when recommending adjustments and/or bonuses.

  (College inserts principles related to exceptional performance, achieving college initiatives, demonstrating college values, etc.)

- Chair/director will convene a small committee to review the recommendations and decide who should receive the pay adjustments and performance bonuses.

- The final list of faculty and staff receiving pay adjustments and performance bonuses will be forwarded to the Dean’s Office by (insert date). Specifics of awardees will include name, justifications, and amounts. The aggregate adjustments and bonus amounts submitted cannot exceed the department or center allocation amount. However, there is the ability to exceed the funding if a department or center wants to use supplemental funds (encouraged).

  Some basic campus-wide parameters for the funding include:

- Faculty and staff must be in good standing with position specific compliance requirements.

- Supervisory staff must be current with their employee performance evaluations

- Employees cannot be on a probationary period or an evaluation period

- Post-Retirement Rehires not hired through an open recruitment

- Employees are not eligible if there are documented performance issues

- This fund is not a substitute for promotions or base adjustments based on change in job duties/job titles. These adjustments should continue as appropriate outside of this funding source.

Pay adjustment/bonus programs fall under the campus pay adjustment policy (all provisions apply). If you have questions, please contact XXX.
**Fund Allocations**

*Note: Actual dollars provided for FY24 will only be the amount needed to cover adjustments through the fiscal year. Full allocations will be added to the FY25 budget.*

**Discretionary Compensation Fund ($13.5 million)**

<table>
<thead>
<tr>
<th>Divisions</th>
<th>Fund Distribution</th>
<th>FY24 Portion (4 Months)</th>
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</thead>
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<td>0170 - SECRETARY OF ACADEMIC STAFF (MSN)</td>
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<td>0205 - VP DIVERSITY AND CLIMATE PROG (MSN)</td>
<td>$ 181,394</td>
<td>$ 60,465</td>
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<td>0208 - VICE CHANCELLOR FINANCE&amp;ADMIN (MSN)</td>
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<td>$ 24,114</td>
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<td>0210 - SHARED SERVICES (MSN)</td>
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<td>0225 - OFFICE OF STRATEGIC CONSULTING (MSN)</td>
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<td>0267 - OFFICE OF LEGAL AFFAIRS (MSN)</td>
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<td>0297 - UW PRESS (MSN)</td>
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<td>03 - BUSINESS SERVICES (MSN)</td>
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<td>04 - STUDENT AFFAIRS (MSN)</td>
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<td>05 - ENROLLMENT MANAGEMENT (MSN)</td>
<td>$ 294,537</td>
<td>$ 98,179</td>
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<td>06 - INFORMATION TECHNOLOGY (MSN)</td>
<td>$ 952,147</td>
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<td>07 - COLL OF AGRIC &amp; LIFE SCIENCES (MSN)</td>
<td>$ 772,183</td>
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<td>10 - INTERNATIONAL DIVISION (MSN)</td>
<td>$ 93,624</td>
<td>$ 31,208</td>
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<td>12 - WISCONSIN SCHOOL OF BUSINESS (MSN)</td>
<td>$ 503,367</td>
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<td>17 - SCHOOL OF EDUCATION (MSN)</td>
<td>$ 445,463</td>
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<td>18 - DIVISION OF THE ARTS (MSN)</td>
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<td>$ 6,002</td>
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<td>19 - COLLEGE OF ENGINEERING (MSN)</td>
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<td>27 - SCHOOL OF HUMAN ECOLOGY (MSN)</td>
<td>$ 161,056</td>
<td>$ 53,685</td>
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<td>34 - VC FOR RSRCH &amp; GRAD EDUCATION (MSN)</td>
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<td>$ 244,883</td>
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<td>37 - DIV FOR TEACHING AND LEARNING (MSN)</td>
<td>$ 241,956</td>
<td>$ 80,652</td>
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<td>45 - LAW SCHOOL (MSN)</td>
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<td>46 - PUBLIC MEDIA (MSN)</td>
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<td>Division</td>
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<td>FY24 Portion (4 Months)</td>
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<td>54 - SCHOOL OF NURSING (MSN)</td>
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<td>63 - OFFICER EDUCATION (MSN)</td>
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<td>77 - UNIVERSITY POLICE DEPARTMENT (MSN)</td>
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<td>96 - WISCONSIN UNION (MSN)</td>
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<td><strong>Total</strong></td>
<td><strong>$13,500,000</strong></td>
<td><strong>$4,500,000</strong></td>
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**Faculty Block Grant ($4 million)**

<table>
<thead>
<tr>
<th>Divisions</th>
<th>Fund Distribution</th>
<th>FY24 Portion (4 Months)</th>
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## Faculty Post Tenure Review ($1 million)

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## Performance Bonus Fund - Faculty & Staff ($5 million)

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<td>0211 - ADMIN INNOVATION &amp; PLANNING (MSN)</td>
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<td>INTERNATIONAL DIVISION (MSN)</td>
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