



DATE: September 28, 2021

TO: Deans, Directors and Vice Chancellors

FROM: John Karl Scholz, Provost and Vice Chancellor for Academic Affairs
Robert Cramer, Interim Vice Chancellor for Finance and Administration

RE: Central Funds for Compensation Adjustments, 2021-22 Fiscal Year

Before the pandemic, UW-Madison was able to provide central compensation funds to colleges, schools, and divisions to address compensation needs. This included funding to help address exceptional performance, market deficiencies, and retention issues for faculty and staff across campus. Unfortunately, this program was put on hiatus in 2020 and most of 2021 due to the very difficult financial circumstances brought on by the global pandemic.

UW-Madison faculty and staff have done an exceptional job over the last year managing and addressing all the issues related to the pandemic. Based on all these contributions to the campus success, we are moving forward with a new round of central campus funding programs for 2021-2022.

We will proceed with the Block Grant, Discretionary Compensation Fund (DCF), Performance Bonus fund, and Post-Tenure Review fund. These initiatives allocate central funding to provide pay increases for exceptional performance and retention. The central funds provided, in total, will equal \$12 million for 2021-22.

Colleges, schools, and divisions are encouraged to continue supplementing the central funding to increase the ability to address compensation issues. This supplementation was important in past funding programs, resulting in more faculty and staff receiving increases from non-central funds.

The timing of the rollout of these programs was determined based on the implementation of the TTC project for most staff and the 2% general wage adjustment effective in early January 2022. Based on the timeline, schools, colleges, and divisions will have time to make informed decisions on how they issue adjustments.

Each college, school, and division will develop and make available for faculty and staff a formalized process and timeline for using the central funding. This will include making it clear to faculty and staff how increases are determined. Attached is a sample process that can be used as a resource when developing a specific strategy.

Our faculty and staff are the reason why UW-Madison has not only successfully navigated the pandemic but thrived in many ways. Providing \$12 million for compensation needs is crucial to support such outstanding faculty and staff.

Attached to this memo are the following documents:

- *Information specific to 2021-22 Pay Initiatives*
- *Overarching HR and Budget Guidelines for 2021-22 Pay Initiatives*
- *College/School/Division 2021-22 Funding allocations*
- *Sample Compensation Review Process for units*

These documents can be found at www.hr.wisc.edu

CC: Chancellor Rebecca Blank
Beth Meyerand, Office of the Provost
Jennifer Klippel, Madison Budget Office
Jocelyn Milner, Office of Academic Planning and Institutional Research
Mark Walters, Office of Human Resources

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

Performance Bonus Fund

For 2021-22, the central campus will allocate \$5 million for lump-sum performance bonuses for faculty, academic and university staff, and limited appointees. The funding will continue to be used to maintain the university's commitment to rewarding performance and will include employees paid on both 101 and non-101 funds.

Bonuses should be provided to faculty and staff who have gone well above the expectations set for their role during the COVID-19 pandemic.

Discretionary Compensation Fund (DCF) and Block Grant

For 2021-22, central campus will allocate \$4 million for salary base adjustments for academic staff, university staff, and limited appointees (DCF). \$2 million will be allocated 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. Emphasis should be placed on those employees who performed well beyond expectations during the pandemic.

Directors and deans are expected to provide DCF adjustments to staff in a spectrum of positions in all employment categories (academic staff, university staff, and limited appointees).

Faculty Post-Tenure Review Increment

For 2022-23, 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.)

Total adjustments (the central portion plus any school/college matching funds) should generally fall within a range between \$1,500 and a dollar amount equal to 5% of base salary.

Further guidance will be provided toward the end of the 2021-2022 academic year when these funds become available.

Overarching HR and Budget Guidelines -

2020-21 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 using the provisions in the current campus pay adjustment policy (pre and post TTC implementation). This will include providing justification and documentation to the Office of Human Resources (OHR) through the electronic rate/title change system. Further information about how to process these increases will be forthcoming from OHR.
- Performance Bonuses can be processed immediately with the earliest effective date being October 10, 2021. **The deadline for spending the funds is December 18, 2021.**
- Faculty Block Grant adjustments can be processed immediately with the earliest effective date being October 10, 2021. **The last effective date for these adjustments is March 13, 2022.**
- Discretionary Compensation Fund (DCF) base adjustments can be processed with the earliest effective date of December 5, 2021. **The last effective date for these adjustments is March 13, 2022.**
- Individuals at or above the maximum of their pay range are not eligible for a base-adjustments. These individuals can receive a performance bonus lump sum.
- 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-101funds.
- 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.
- The following employees are ineligible for adjustments under this funding program:
 - Employees on a probationary period or evaluation period (can end probation/evaluation period early to make eligible as appropriate)
 - Rehired Annuitants
 - Employees who have not completed the required UW-Madison Sexual Harassment Prevention or Cybersecurity training
 - Supervisory staff who are not current with their employee performance evaluations
 - Employees who are not eligible for FY22 Pay Plan due to documented performance issues

2021-22 Performance Bonus Fund

0110 - UNIVERSITY ADMIN (MSN)	15,444
0160 - SECRETARY OF THE FACULTY (MSN)	1,512
0170 - SECRETARY OF ACADEMIC STAFF (MSN)	596
0201 - ADMINISTRATIVE TRANSFORMATION (MSN)	8,337
0205 - VP DIVERSITY AND CLIMATE PROG (MSN)	21,485
0208 - VICE CHANCELLOR FINANCE&ADMIN (MSN)	8,975
0210 - SHARED SERVICES (MSN)	494
0215 - DATA MANAGE & ANALYSIS (MSN)	3,522
0220 - OFFICE OF HUMAN RESOURCES (MSN)	32,132
0224 - VC FOR UNIVERSITY RELATIONS (MSN)	22,177
0225 - OFFICE OF STRATEGIC CONSULTING (MSN)	8,734
0235 - CHAZEN MUSEUM (MSN)	6,148
0241 - CONFERENCE CENTERS & MAIL SVCS (MSN)	13,264
0267 - OFFICE OF LEGAL AFFAIRS (MSN)	9,660
0280 - INSTRUCTIONAL SUPPORT (MSN)	1,929
0297 - UW PRESS (MSN)	4,253
03 - BUSINESS SERVICES (MSN)	34,250
04 - DIVISION OF STUDENT LIFE (MSN)	28,860
05 - ENROLLMENT MANAGEMENT (MSN)	51,883
06 - INFORMATION TECHNOLOGY (MSN)	164,038
07 - COLL OF AGRIC & LIFE SCIENCES (MSN)	306,473
10 - INTERNATIONAL DIVISION (MSN)	29,792
12 - WISCONSIN SCHOOL OF BUSINESS (MSN)	124,094
17 - SCHOOL OF EDUCATION (MSN)	198,708
18 - DIVISION OF THE ARTS (MSN)	2,683
19 - COLLEGE OF ENGINEERING (MSN)	214,036
27 - SCHOOL OF HUMAN ECOLOGY (MSN)	39,837
34 - VC FOR RSRCH & GRAD EDUCATION (MSN)	321,119
37 - DIV FOR TEACHING AND LEARNING (MSN)	30,055
40 - G NELSON INST ENVIRONMENTAL ST (MSN)	18,265
42 - INTERCOLLEGIATE ATHLETICS (MSN)	108,894
45 - LAW SCHOOL (MSN)	47,239
46 - PUBLIC MEDIA (MSN)	74,078
47 - EXTENSION (MSN)	146,847
48 - COLLEGE OF LETTERS AND SCIENCE (MSN)	718,649
49 - GENERAL LIBRARY (MSN)	53,676
53 - SCH OF MEDICINE & PUBLIC HLTH (MSN)	1,295,772
54 - SCHOOL OF NURSING (MSN)	44,343
56 - SCHOOL OF PHARMACY (MSN)	46,432
57 - UNIV HEALTH SERVICES (MSN)	53,936
63 - OFFICER EDUCATION (MSN)	744
71 - FACILITIES PLANNING AND MGMT (MSN)	306,603
77 - UNIVERSITY POLICE DEPARTMENT (MSN)	36,616
80 - UNIVERSITY REC & WELLBEING (MSN)	11,448
85 - UNIVERSITY HOUSING (MSN)	101,571
87 - SCHOOL OF VETERINARY MEDICINE (MSN)	133,717
93 - DIVISION OF CONTINUING STUDIES (MSN)	35,596
96 - WISCONSIN UNION (MSN)	61,086
TOTAL	5,000,000

2021-22 Discretionary Compensation Fund

0110 - UNIVERSITY ADMIN (MSN)	32,439
0160 - SECRETARY OF THE FACULTY (MSN)	3,697
0170 - SECRETARY OF ACADEMIC STAFF (MSN)	1,456
0205 - VP DIVERSITY AND CLIMATE PROG (MSN)	47,557
0208 - VICE CHANCELLOR FINANCE&ADMIN (MSN)	22,131
0210 - SHARED SERVICES (MSN)	1,206
0215 - DATA MANAGE & ANALYSIS (MSN)	8,236
0220 - OFFICE OF HUMAN RESOURCES (MSN)	78,300
0224 - VC FOR UNIVERSITY RELATIONS (MSN)	43,901
0225 - OFFICE OF STRATEGIC CONSULTING (MSN)	10,148
0235 - CHAZEN MUSEUM (MSN)	13,433
0241 - CONFERENCE CENTERS & MAIL SVCS (MSN)	17,661
0267 - OFFICE OF LEGAL AFFAIRS (MSN)	23,842
0280 - INSTRUCTIONAL SUPPORT (MSN)	4,676
0297 - UW PRESS (MSN)	5,237
03 - BUSINESS SERVICES (MSN)	63,169
04 - DIVISION OF STUDENT LIFE (MSN)	53,778
05 - ENROLLMENT MANAGEMENT (MSN)	95,917
06 - INFORMATION TECHNOLOGY (MSN)	247,524
07 - COLL OF AGRIC & LIFE SCIENCES (MSN)	251,364
10 - INTERNATIONAL DIVISION (MSN)	26,261
12 - WISCONSIN SCHOOL OF BUSINESS (MSN)	130,105
17 - SCHOOL OF EDUCATION (MSN)	129,074
18 - DIVISION OF THE ARTS (MSN)	5,969
19 - COLLEGE OF ENGINEERING (MSN)	152,753
27 - SCHOOL OF HUMAN ECOLOGY (MSN)	34,955
34 - VC FOR RSRCH & GRAD EDUCATION (MSN)	235,873
37 - DIV FOR TEACHING AND LEARNING (MSN)	69,350
40 - G NELSON INST ENVIRONMENTAL ST (MSN)	18,963
45 - LAW SCHOOL (MSN)	71,015
46 - PUBLIC MEDIA (MSN)	52,487
47 - EXTENSION (MSN)	142,734
48 - COLLEGE OF LETTERS AND SCIENCE (MSN)	579,774
49 - GENERAL LIBRARY (MSN)	127,011
53 - SCH OF MEDICINE & PUBLIC HLTH (MSN)	379,041
54 - SCHOOL OF NURSING (MSN)	68,563
56 - SCHOOL OF PHARMACY (MSN)	59,410
57 - UNIV HEALTH SERVICES (MSN)	6,932
63 - OFFICER EDUCATION (MSN)	1,800
71 - FACILITIES PLANNING AND MGMT (MSN)	436,268
77 - UNIVERSITY POLICE DEPARTMENT (MSN)	85,909
87 - SCHOOL OF VETERINARY MEDICINE (MSN)	139,413
93 - DIVISION OF CONTINUING STUDIES (MSN)	15,845
96 - WISCONSIN UNION (MSN)	4,821
TOTAL	4,000,000

2021-22 Faculty Block Grant

07 - COLL OF AGRIC & LIFE SCIENCES (MSN)	201,228
12 - WISCONSIN SCHOOL OF BUSINESS (MSN)	99,601
17 - SCHOOL OF EDUCATION (MSN)	235,451
19 - COLLEGE OF ENGINEERING (MSN)	232,282
27 - SCHOOL OF HUMAN ECOLOGY (MSN)	76,694
40 - G NELSON INST ENVIRONMENTAL ST (MSN)	11,302
45 - LAW SCHOOL (MSN)	101,582
48 - COLLEGE OF LETTERS AND SCIENCE (MSN)	804,263
53 - SCH OF MEDICINE & PUBLIC HLTH (MSN)	142,012
54 - SCHOOL OF NURSING (MSN)	16,410
56 - SCHOOL OF PHARMACY (MSN)	39,284
87 - SCHOOL OF VETERINARY MEDICINE (MSN)	39,891
TOTAL	2,000,000

2022-23 Faculty Post-Tenure Review Increment

07 - COLL OF AGRIC & LIFE SCIENCES (MSN)	108,601
12 - WISCONSIN SCHOOL OF BUSINESS (MSN)	62,415
17 - SCHOOL OF EDUCATION (MSN)	76,699
19 - COLLEGE OF ENGINEERING (MSN)	97,734
27 - SCHOOL OF HUMAN ECOLOGY (MSN)	15,609
40 - G NELSON INST ENVIRONMENTAL ST (MSN)	5,136
45 - LAW SCHOOL (MSN)	17,522
48 - COLLEGE OF LETTERS AND SCIENCE (MSN)	469,195
53 - SCH OF MEDICINE & PUBLIC HLTH (MSN)	103,038
54 - SCHOOL OF NURSING (MSN)	4,350
56 - SCHOOL OF PHARMACY (MSN)	14,904
87 - SCHOOL OF VETERINARY MEDICINE (MSN)	24,797
TOTAL	1,000,000

Compensation Review Process (Sample Process)

UW-Madison is again providing FY 2022 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 exceeding expectations.

College X will proceed with the following process to utilize this funding for college 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 below guiding principles 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.
- 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 have completed their Sexual Harassment Prevention and Cybersecurity training to be eligible for increases.
- Supervisory staff must be current with their employee performance evaluations
- Employees cannot be on a probationary period or an evaluation period
- Rehired Annuitants
- 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.