



OFFICE OF THE CHANCELLOR

MEMORANDUM

TO: USMPresidents  
FROM: Robert L. Carey Chancellor  
DATE: April 25, 2016  
RE: FY 2017 USM Compensation Guidelines

1807  
University of Maryland,  
Baltimore

1856  
University of Maryland,  
College Park

1865  
Bowie State University

1866  
Towson University

1886  
University of Maryland  
Eastern Shore

1898  
Frostburg State University

1900  
Coppin State University

1925  
Salisbury University

1925  
University of Baltimore

1925  
University of Maryland  
Center for Environmental  
Science

1947  
University of Maryland  
University College

1966  
University of Maryland,  
Baltimore County

I. Introduction

With the completion of the General Assembly's 2016 Session, we are now able to provide guidelines for the compensation of faculty and staff of the University System of Maryland (USM) in Fiscal Year 2017.

The General Assembly has announced that a 2.5% merit pool will be funded. Unfortunately, a Cost of Living increase is not part of the plan.

In addition, the General Assembly has placed no restrictions on the ability of institutions to provide for retention, equity and other necessary increases to faculty and staff during the coming fiscal year. While we will continue to ask for reporting on increases, I am pleased to say that the detailed retention increase approval processes of the last few years are no longer required. We believe that the flexibility afforded to us by the General Assembly in the coming fiscal year is in

II. Scope

These guidelines apply to all USM Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee's position. The only categories of compensated individuals exempted from these guidelines are adjunct faculty, graduate assistants, fellows, post

B. Salary Structures

1. Exempt Staff Salary Structure: The current structure will remain in place as of July 1. The structure may be adjusted following

salary). USM and institution staff are working diligently to prepare for the expeditious implementation of the new regulations in a manner that best protects the interests of affected employees and the institutions. At this time, State officials have made an announcement about provisions for funding these changes.

#### V. Required Reports

The following reports are required in FY 2017 and should be sent to HR Officer Tom Hoffacker in the USM Office, no later than Friday, July 15, 2016, unless otherwise stated.

A. President's Affirmation Letter. Affirms that the salary and compensation actions taken for FY 2017 are consistent with the guidelines established herein, with the President's signature.

B. Periodic Report of Significant Salary Adjustments. Provide detail of significant Faculty and Staff employee salary adjustments, to include:

1. Merit increases of over 10%

2. Other salary adjustments for Exempt Status Staff and Faculty members that result in a cumulative compensation increase over 10% or more during/over the course of FY 2017; and

3. Non-Cumulative Cash Bonuses paid in FY 2017.

x Any institutional plans for awarding bonuses shall be provided by July 15.

x Bonuses to an individual in excess of 10% shall be submitted to the Chancellor in advance for review and approval.

x All bonuses paid in FY 2017 shall be reported to the USM Office.

For FY 2017, Periodic Report of Significant Salary Adjustments will be required on:

x December 15, 2016: For increases effective from July 1 to November 30, 2016.

x July 17, 2017: For increases effective from December 1, 2016 to June 30, 2017.

C. Updated List of Institution Key Staff Employees. Includes, at a minimum, institution officers, direct reports to the President, and individuals whose contracts or other compensation agreements that fall under the USM Policy on Review of Certain Contracts and Employment Agreements containing compensation data for FY 2016 and FY 2017.

Suggested reporting formats for each of these reports, an affirmation letter template, and guidance will be provided by Friday, May 6. If you have any questions regarding these guidelines and reporting requirements, please contact Tom Hoffacker at (304) 519-1967 or via email at [thoffacker@usmd.edu](mailto:thoffacker@usmd.edu). Thank you very much.

cc: Joseph F. Vivona, COO/VCAF  
ViceChancellors  
Vice Presidents for Administration  
Provosts and Academic Vice Presidents  
Janice Doyle

JoAnn Goedert  
Tom Hoffacker  
Lorri McMann  
Monica West