

PROCEDURE FOR ADMINISTRATIVE POST-TENURE COMPENSATION REVIEW FOR NON-REPRESENTED FACULTY MEMBERS

The University of Maine does not wish to disadvantage non-represented faculty members who miss an opportunity for a post-tenure salary adjustment because of their administrative assignment, including the Directors of Research Units. This procedure affords non-represented faculty members an opportunity for an administrative review and possible salary adjustments.

Eligibility

Non-represented faculty members who hold the rank of Professor with tenure, Associate Professor with tenure, Extension Professor with continuing contract, Associate Extension Professor with continuing contract, or Lecturer with over six years of continuous full-time regular service in the same unit, are eligible for an administrative post-tenure compensation review in those years that the University implements post-tenure review for represented faculty members. Research (soft money) faculty members are not eligible for post-tenure review and salary adjustments under this procedure. A non-represented faculty member may be reviewed once every four years. The year of the first post-tenure review is calculated from one of the following dates (whichever is most recent): date of tenure or date of last promotion. For lecturer, the first date of post-tenure review should be calculated in four-year cycles, beginning with the sixth year of service. If a non-represented faculty member is reviewed under this procedure, and later returns to the faculty, the next post-tenure review may be requested four years after the last administrative review.

Procedure

The Senior Officer for Administration and Finance, in consultation with college Deans, Vice President for Research and Dean of the Graduate School for Directors of Research Units, and the Vice President of Human Resources, shall generate a list of eligible non-represented faculty and the year in which each should be reviewed. The supervisor of the non-represented faculty member (typically a Dean or the Vice President for Research and Dean of the Graduate School) will conduct an evaluation and make a recommendation for a salary adjustment, based on performance during the previous four years. The recommendation will be made to the Provost, through the Senior Officer for Administration and Finance. The Provost will make the final decision and notify affected non-represented faculty members and the appropriate Dean or Vice President for Research and Dean of the Graduate School. Salary adjustments will be effective July 1 for fiscal year employees and September 1 for academic year employees.

Criteria

The Dean, Vice President for Research and Dean of the Graduate School, or other supervisor should consider the non-represented faculty member's performance as an administrator, but may also consider performance as a faculty member. The supervisor may consider other evaluations conducted during the prior four years, including peer evaluations for recently appointed administrators. Satisfactory or better performance will result in a recommendation for a 3.5% base salary increase. The Dean or Vice President for Research and Dean of the Graduate School for Directors of Research Units may also recommend an increase above the minimum 3.5% for satisfactory performance, but the total increase may not exceed 7%. The final decision rests with the Provost.

Funding

Funding of both the minimum and any additional salary increases under this procedure will be provided by the Provost or the Vice President for Research and Dean of the Graduate School for the administrative portion of an appointment for Directors of Research Units above the minimum 3.5% for satisfactory performance. Information about the availability of funds for increases above the minimum 3.5% for satisfactory performance will be distributed to the Deans by the Provost's Office when the review process commences each year.