



School of Medicine

MEMORANDUM

TO: Deans, Directors, Chairs, Departmental Administrators, and AAUP-AFT Represented Academic Staff

FROM: Virginia Delaney-Black, MD, MPH
Vice Dean for Faculty Affairs and Professional Development

SUBJECT: 2018 AAUP-AFT SELECTIVE SALARY PROGRAM for WSU ACADEMIC STAFF
(Reviewing 2017 activities)

DATE: February 15, 2018

Annually the School must complete the AAUP-AFT Selective Salary Program. Information and forms required to successfully complete this program will be made available on the Faculty Affairs web site at <http://www.facaffairs.med.wayne.edu/aaup-aft.php>.

Article XXIV of the WSU/AAUP-AFT Agreement REQUIRES that all Represented Faculty and Academic Staff participate in the selective salary program if they were employed by the University on or before August 17, 2017. Those starting their appointment after August 17, 2017 (the beginning of fall term) should be scored as a 0. Faculty or staff required to but failing to participate should be scored as a “DNP” (Did Not Participate).

- Phase I, the department/unit evaluation phase, is to be completed by each department/unit by April 17, 2018.
- Please refer to the 2018 Guidelines for Selective Salary Evaluation of Academic Staff for an explicit description of assessment procedures (https://provost.wayne.edu/pdf/2018_academic_staff_selective_salary_guidelines.pdf).
- A score of 1-4 (with 1 being the highest) is to be recorded for each category listed on the merit spreadsheet; only half-point increments are acceptable (1.5, 2.5, or 3.5). **The academic staff evaluation is to be based on these guidelines:** <https://provost.wayne.edu/resources/academic-personnel/selective-salary>
- The **academic staff School of Medicine salary committee**, as described in Article XII of the WSU/AAUP-AFT Agreement, is responsible for completing the selective salary recommendation.
- Please note that academic staff who were hired in 2017 are expected to be evaluated if their date of hire was before the start of WSU's Fall Term (in 2017 the Fall Term began on Thursday, August 17th).
- Phase II, the salary distribution phase, will be completed by the Office of Faculty Affairs by the University mandated due date for entry in mid to late July 2018. The amount and distribution of the pool, if any, will be determined at a later date by the University.

ACADEMIC STAFF REQUIREMENTS

1. **Brief Statement from the Department** – A new form will be uploaded to the OFA website at a later date.
2. **Activity Summary** – Each academic staff member is to highlight a summary of activities for the last three years (January 2015 – December 2017).
3. **Current activities and expected results** – Each academic staff member is to present a report of current activities and the expected results of these activities.
4. **Professional Record (CV)** – Must be current, signed and dated.

IMPORTANT REMINDER - Per Article XXIV of the WSU/AAUP-AFT Agreement - “Failure to participate in the annual process shall result in no selective-salary increase. Failure to participate in the annual review process two (2) times or more in any five (5)-year period shall also result in the forfeiture of any across-the-board raise.”

**DUE DATE FOR COMPLETED SALARY PACKETS FROM DEPARTMENTS:
TUESDAY, APRIL 17, 2018**

Please submit to the Office of Faculty Affairs [SharePoint](#) site (link and additional instructions will be sent to administrators in an individual email)

If you have any questions, please contact Charlene Brain at 313-577-0177 or cbrain@wayne.edu.

cc: Jack Sobel, MD, Dean
School of Medicine Salary Committee