



UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT
FOR ACADEMIC AFFAIRS AND PROVOST

1119 Main Administration Building
College Park, Maryland 20742-5031
301.405.5252 TEL 301.405.8195 FAX

MEMORANDUM

DATE: May 3, 2007

TO: Deans

FROM: William W. Destler 

SUBJECT: Salary Guidelines for FY 2008

According to Chancellor Kirwan's salary guidelines for FY 2008, the budget includes a 2% cost-of-living adjustment (COLA) and an average merit increase of 2.5%. A college's total merit increase should not exceed 5% of the total base salaries plus COLA. If you wish to exceed the 5% threshold, you must seek my prior approval **before** including the salaries in the budget.

If an employee's total salary increase for the combination of COLA, merit, retention, and/or equity increases exceeds 15%, a request for the increase must be written and submitted through my office to the President for approval. All requests for equity increases must be submitted to my office for approval. I would expect that these adjustments would be few in number and the cases well documented. Please use the *Justification Form for Salary Increases* (See Enclosure 2 of the Working Budget Instructions). All requests should be submitted to Ms. Jan Andrews of my office no later than the close of business on May 17, 2007. In cases where the President has previously approved a salary adjustment for FY 2008, no form is required. The Chancellor's salary guidelines apply to all sources of funds.

I am allocating faculty merit funds as follows:

.25% retained by the Provost to cover retention cases approved during the past year
.50% distributed to deans to be used at your discretion
1.75% allocated to your departments
2.50% Total Faculty Merit

Faculty and staff may not be informed of their salary increases until notification is received from my office that the proposed salary adjustments have been approved.

cc: William F. McLean
Ellin Scholnick