



# UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT  
FOR ACADEMIC AFFAIRS AND PROVOST

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Attachment B

## MEMORANDUM

**DATE:** April 25, 2008

**TO:** Deans

**FROM:** Nariman Farvardin *NF*  
Senior Vice President for Academic Affairs and Provost

**SUBJECT:** Salary Guidelines for FY 2009

According to Chancellor Kirwan's salary guidelines for FY 2009, 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 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 Attachment A –Salary Guidelines from President Mote, Enclosure 4). All requests must be submitted to Ms. Jan Andrews of my office no later than the close of business on May 12, 2008. In cases where the President has previously approved a salary adjustment for FY2009, no form is required. The Chancellor's guidelines apply to all sources of funds.

I am allocating these funds as follows:

.25% retained by the Provost to cover retention cases approved  
for funding in FY 2009  
.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.

NF:sba

cc: William F. McLean, Associate Vice President  
Ellin Scholnick, Associate Provost