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ADMINISTRATIVE POLICY

Compensation for Academic Professional and Administrative Employees

Responsible University Officer: Vice President for Human Resources

Policy Owner: Director, Employee Relations and Compensation

Policy Contact: [See Contacts Section](#)

POLICY STATEMENT

This policy governs compensation for the Academic Professional and Administrative (P&A) employee group, with the exception of senior leaders and professionals-in-training. Within the P&A employee group, academic professionals (97xx; 9621 – 9630) are compensated for their responsibilities enhancing the research, teaching, and service functions of the University. Academic administrators (93xx and 9631 – 9640) are compensated for their responsibilities in policy development or execution, or in directing, coordinating, or supervising activities within the University. Total compensation for P&A employees includes their annual base salary plus the value of their fringe benefits, including retirement, health and dental coverage, life and disability insurance, and other benefits as provided by the University. In some instances, annual base salary is augmented through internal sources, such as when additional responsibilities or set of administrative duties are temporarily added, or through payment received by sources outside the University as in the case of approved external consulting.

A P&A employee's initial annual base salary is negotiated at the time of hire. The annual salary program seeks to reward contributions of P&A employees. The assessed meritorious performance of duties and responsibilities associated with the position and performed by the position holder serves as the basis of annual merit-based salary increases or rewards. Increases to annual base salary for P&A employees may also occur in other ways such as the following: (1) in conjunction with a promotion; (2) in conjunction with the awarding of indefinite continuous appointment (3) through acceptance of a retention offer that includes a pay increase; (4) through base pay market adjustments; and (5) in addressing documented internal salary inequities. Parameters for compensation increases are approved by the Board of Regents based on recommendations of the administration.

Any salary determination process at the University must be non-discriminatory. Initial salary offers, periodic increases, and retention offers may not be based on considerations related to the race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression of the person affected.

Administrative consultation with unit academic professional and administrative (P&A) employees (93xx, 96xx, and 97xx) is expected in developing:

- the annual review process for unit P&A employees and

- the unit annual compensation strategy which includes the awarding of merit pay based on performance.

REASON FOR POLICY

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This policy implements Board of Regents Policies: *Employee Compensation and Recognition*, *Employee Group Definitions*, *Employee Performance Evaluation and Development*, and *Employee Recruitment and Retention*. The University strives to attract and retain a high performance workforce. As a part of this effort, the University works to achieve and maintain a compensation structure that, when combined with benefits and other rewards, is competitive relative to institutional peers and other appropriate labor markets.

PROCEDURES

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- [Determining Salaries for Academic Professional and Administrative Employees](#)

FORMS/INSTRUCTIONS

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There are no forms associated with this policy.

APPENDICES

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There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

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There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

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Subject	Contact	Phone	Fax/Email
General Information or Procedural Assistance	<ul style="list-style-type: none"> • Primary: Responsible administrator/supervisor • Secondary: Local campus, college, or administrative unit HR administrator • Other (as needed): Office of Human Resources specialist or consultant 	Office of Human Resources Specialist and Consultant List	Office of Human Resources Specialist and Consultant List
Market Survey	<ul style="list-style-type: none"> • Human Resources Consultant 	Office of Human Resources Consultant List	Office of Human Resources Consultant List
Document Processing	<ul style="list-style-type: none"> • HRMS Key Contact • Office of Human Resources Call Center 	<ul style="list-style-type: none"> • HRMS Key Contact List • 612-625-2016 	HRMS Key Contact List

DEFINITIONS

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Annual Base Salary

The fixed compensation paid annually to an employee for performing specific job responsibilities. It does not include variable pay such as bonuses or incentive pay.

Senior Leaders

Individuals specified as senior leaders in Board of Regents Policy: *Reservation and Delegation of Authority*. This includes senior vice presidents, chancellors, vice presidents, provost, general counsel, University librarian, the director of audits, deans (on all campuses), athletic director (Twin Cities), and others as directed by the Board, to include the Executive Director and Corporate Secretary, Board of Regents and the Chief of Staff, Office of the President.

RESPONSIBILITIES

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Unit Administration

- Involve the P&A employee in developing information and guidelines for merit review and salary determination process.

Responsible Administrator/Supervisor

- Determine salary at the time of initial hire and subsequent annual salary increases.
- Review annually the performance of the P&A employee, as a determinant of merit increase.
- Follow process for adjusting salary mid-year or making other pay adjustments.

Academic Professional or Administrative Employee

- Participate in the unit's yearly discussion with regard to information and process for annual performance review and merit adjustment to salary.

RELATED INFORMATION

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- Board of Regents Policy: [Employee Compensation and Recognition](#)
- Board of Regents Policy: [Employee Group Definitions](#)
- Board of Regents Policy: [Employee Performance Evaluation and Development](#)
- Board of Regents Policy: [Employee Recruitment and Retention](#)
- Administrative Policy: [Appointments of Academic Professional and Administrative Employees](#)
- Administrative Policy: [Performance Reviews for Academic Professional and Administrative Employees](#)
- Administrative Policy: [Recruitment and Selection of Faculty and Academic Professional and Administrative Employees](#)
- Administrative Policy: [Senior Leader Compensation and Separation](#)
- [Academic Salary Floors \[current year\]](#)
- [Academic Salary Memo \[current year\]](#)

HISTORY

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Amended:

October 2012 - Excludes senior leader compensation from coverage under this policy. It is now covered under Board of Regents Policy: *Employee Compensation and Recognition* and Administrative Policy: *Senior Leader Compensation and Separation*.

Amended:

May 2008 - Policy converted to the new University-wide format for administrative policies. The Administrative Policies: *Academic Professional and Administrative Staff Compensation*, *Salaries Policy for Administrative Officers*, *Salary Setting and Salary Support for*

Central or Campus-Level Administrators, and Securing Salary Offer Approval were combined into this one policy with updates based on current practice.

Adopted:

October 1992 - Approved by the Academic Staff Advisory Committee (ASAC) on October 12, 1992.

Effective:

October 1992

Document Feedback

Your name

E-mail

An email address is optional if no response is required.

The content of this field is kept private and will not be shown publicly.

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Policy News

Policies Under Review

Recently Updated Policies