



COLLEGE OF  
**Letters & Science**  
UNIVERSITY OF WISCONSIN-MADISON

**DEADLINE-November 17, 2021**

Date: October 19, 2021

To: L&S Chairs, Directors and Department Administrators

From: Cheryl Adams Kadera, HR Director

Re: Instructions for Faculty Block Grant, Discretionary Compensation Fund, and Performance Bonus Funds for L&S Departments with Eligible Faculty, Academic/Limited Staff, and/or University Staff

You should have received Dean Wilcots' memo dated October 19, 2021 regarding the Faculty Block Grant (FBG), Discretionary Compensation Fund (DCF) adjustments, and Performance Bonus Funds. Please review that memo for guidance on the appropriate use of these funds.

**FBG, DCF, and Performance Bonus Request Worksheet**

Attached please find a worksheet with 4 tabs. The first two tabs show your DCF eligible Academic/Limited Staff and University Staff. It is provided for you to request base increases for staff paid using 101 funds (through tally sheet charges). These department-specific tabs have been customized to make it easier for you to calculate costs and report requested base salary adjustments.

**Instructions for DCFs in Tabs 1 and 2:**

For each Academic/Limited/University DCF base raise requested, please enter the proposed percentage increase in the first green column and the increase type in the second green column. **Our required minimum salary increase is 3% if based on performance.**

**\*\*BATCH LOAD PROCESS**

- For the Discretionary Compensation Funds exercise only, departments will not need to enter performance based rate adjustments in the rate/title system. Instead, they will be sent via batch load directly to the Service Center. Thus, it's very important that information is entered accurately on the spreadsheet as this will be the data used for the batch load. Any incomplete submissions or adjustments submitted after the deadline will need to be entered in the rate/title system as usual.
- You will need to provide the date (in column AA of the spreadsheet) that a **performance evaluation was finalized in the performance management development system (PMDP) within the past 12 months**. No additional documentation is needed to justify performance based raises, although it's expected the employee is meeting expectations to qualify for any performance based increase.
- *Non-101 Funded Employees* – **NEW THIS YEAR**: We have also included non-101 funded staff in your DCF spreadsheet, as you likely consider performance increases for non-101 funded academic/limited and university staff at the same time. These will be subject to the same parameters (3 percent minimum; 10 percent maximum), with any increases paid on the fund that currently supports the position. There is no specific due date for these requests, but if you want to take advantage of the batch load, all information will need to be included on the

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spreadsheet and returned by the November 17 deadline. Any incomplete submissions or adjustments submitted after the deadline will need to be entered in the rate/title system as usual.

### **Market/Equity Increases**

The campus minimum is 3% for increases based on market, and equity considerations will be reviewed on a case-by-case basis. Please consult with your HR manager before submitting market or equity based increases for staff; these requests will need to be entered in the rate/title system as usual and by the November 17 deadline. Given the limited timeframe to consider any market data currently available for staff, we expect most DCF raises to be performance-based.

The worksheet will automatically calculate the dollar amount for each raise. The total amount of raises being requested is shown in the lower left corner. **As discussed in Dean Wilcots' memo, we expect most departments to spend at least 75% of their share of the DCF allocations for raises to take effect in January 2022.** Departments that wish to spend more than 100 percent of the DCF allocation through the fall exercise will need pre-approval from the divisional associate dean and will need to include this approval with the department submission.

### **Instructions for Faculty Block Grant in the 3rd tab:**

In the third tab labeled FA, please enter the proposed percentage increase in column K (the first green column). The worksheet will automatically calculate the full-time dollar amount for each raise in column L and the proposed final rate in column M. With faculty, the ongoing cost of most increases will be on 101 funds; thus, the worksheet is set-up to auto-populate column O with the dollar increases (from column L). For any individual whose rate increase will be paid on non-101 funds, you will need to manually change column O to zero (0), and enter the increase amount in column P. For all non-101 increases, please specify the funding source by entering a comment in column S.

For faculty members that have joint appointments (see column N, which shows the budgeted FTE within your department), you should consult with the other department(s) involved. Please enter your proposed increases in Column K (percentage increase). The proposed full-time increase and proposed full-time rate will be calculated and shown in Columns L and M, respectively. For joint appointments in two or more tenure-granting departments, the prorated cost of the proposed increase will be calculated based on the budget FTE (column N) in your department and will be shown in Column O. (Example: if you wish to propose a 5% increase for faculty member with a current salary of \$100,000 who is split 50-50 with another tenure-granting department, you would each enter 5% in Column K. The full-time increase would be \$5,000, the proposed full-time rate would be \$105,000 and the spreadsheet would charge each department \$2500 (50% of the full-time cost of the proposed increase.) If you have approval to use other funds (e.g., 131 funds) for any of your proposed increases, you would still enter the percentage increase in Column K, but would need to zero out the amount in Column O and enter the \$ amount of the increase in Column P; please use the comments column (Column S) to specify the funding source. Please see the middle of page 5 of the Dean's memo for further details regarding joint appointments.

There are no additional forms that need to be completed for this year's exercise. **As discussed in Dean Wilcot's memo, we expect most departments to spend at least 50% of their share of FBG allocations. Salary increases must be 3% at a minimum.**

### **Instructions for Bonuses in the 4<sup>th</sup> tab:**

The fourth tab on the worksheet should be used to propose performance bonuses for University /Academic/Limited staff and faculty in your department. The cost of staff bonuses is shown in the lower left corner. As discussed in Dean Wilcots' memo, departments are not allowed to spend more than 100% of their share of Performance Bonus Funds using 101 funds (i.e., through tally sheet charges). However, departments may supplement 101 funds with non-101 funds (including summer 131 funds) with the permission of the divisional associate dean, and consistent with campus policies for use of the funds. Please send a copy of this approval as part of your departmental submission.

**Please complete all green columns on the bonus spreadsheet** for all faculty and staff who will receive a bonus this year. For the purposes of the DCF exercise only, performance based bonuses do not need to be entered in the rate/title system. However, any incomplete submissions or bonuses submitted after the deadline will need to be entered in the rate/title system as usual.

### **Submission Process**

All materials must be sent via email to [humanresources@ls.wisc.edu](mailto:humanresources@ls.wisc.edu) by November 17, 2021.

For Academic/Limited and University Staff, departments must include:

1. The completed spreadsheet with recommendations for the Discretionary Compensation Fund and Performance Bonus Funds for Academic/Limited and University Staff.
2. A summary narrative reflecting the criteria and department process used to determine raises and bonuses for staff. The narrative should also include information about unusual circumstances (such as approval to spend more than 100 percent of the funds provided through the DCF or to supplement 101-funds with non-101 funds).
3. Documentation showing the department's decision-making process for raises and bonuses was disseminated to staff and faculty throughout the department.
4. You will need to provide the date (in column AA of the spreadsheet) that a **performance evaluation was finalized in the performance management development system (PMDP) within the past 12 months** for each Academic/Limited/University staff member receiving a raise or bonus.
5. All faculty and staff must have completed the required training related to Cybersecurity and Preventing Sexual Harassment and Sexual Violence at UW–Madison. The department will need to confirm this on the spreadsheet.

For Faculty, departments must include:

1. The completed spreadsheet with recommendations for the Faculty Block Grant.
2. A summary narrative reflecting the criteria and department process used to determine raises for faculty. This narrative should reflect the department's overall plan as discussed with the relevant divisional associate dean. It should also include information about unusual circumstances (such as approval to spend more than 100 percent of the Faculty Block Grant or to supplement 101-funds with non-101 funds).
3. Documentation showing the department's decision-making process for raises and bonuses was disseminated to staff and faculty throughout the department.
4. For each individual faculty base salary increase, adequate documentation of excellence at the individual faculty level as support for the recommended increase. This documentation might

include publication and citation counts, evidence of outside offers, summaries of extramural funding, teaching evaluations, or curricular innovations. Your divisional associate dean may have more precise suggestions. Again, this information must be provided at the individual faculty level.

5. All faculty and staff must have completed the required training related to Cybersecurity and Preventing Sexual Harassment and Sexual Violence at UW–Madison. The department will need to confirm this on the spreadsheet.

Supervisory staff must be current with their employee performance evaluations to qualify for increases. In cases where staff members have not been recently reviewed, the department should still consider these staff members for raises through the current salary exercise, and then work with the supervisors to complete the performance reviews. Employees should not be penalized for the failure of supervisors to follow campus rules on performance evaluation. Specifically, if a performance review has not been finalized within PMDP during the last 12 months, it will need to be done now in order for the supervisor to be eligible for a FBG or DCF increase or bonus.

Finally, all employees must have completed the required training related to Cybersecurity and Preventing Sexual Harassment and Sexual Violence at UW–Madison to qualify for a FBG or DCF increase or bonus. The department will need to confirm this on the spreadsheet and can find reporting details for training on the **KB page**: <https://kb.wisc.edu/ls/page.php?id=77443>

**All materials must be sent to [humanresources@ls.wisc.edu](mailto:humanresources@ls.wisc.edu) by November 17, 2021. It is critical that timely and complete submissions of all materials occur in order to meet the effective date of the increases and bonus payments.**

Refer to <https://kb.wisc.edu/ls/page.php?id=77443> for reference documents.

#### **Effective Date**

All base salary increases will be effective January 16, 2022.

Bonuses will be paid on the December B payroll (payable December 30, 2021).

#### **Questions**

- Questions regarding this process or to discuss unusual situations for Faculty, contact Ben Weisse at 890-3494, [ben.weisse@wisc.edu](mailto:ben.weisse@wisc.edu)
- Questions regarding this process or to discuss unusual situations for University/Academic Staff/Limited employees, contact:  
Daun Wheeler (263-2591, [daun.wheeler@wisc.edu](mailto:daun.wheeler@wisc.edu))  
Alisha Arnold (263-2321, [alisha.arnold@wisc.edu](mailto:alisha.arnold@wisc.edu))  
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Cheryl Adams Kadera (263-2315, [cheryl.adamskadera@wisc.edu](mailto:cheryl.adamskadera@wisc.edu))
- Tally sheet accounting, available resources, funding:  
Mary Beth Roberts (263-6894, [marybeth.roberts@wisc.edu](mailto:marybeth.roberts@wisc.edu))  
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