Salary Program Instructions
May 6, 2016

INSTRUCTIONS
Using the web-based salary entry system & accessing salary information

All salary adjustments will be made via a web application. The web application can be accessed through LSA’s Administrative Data Portal website*. Use the “Salary Program” tab to navigate to the Salary Program Data Entry page. You can select “Faculty” to enter salary information for your faculty or “Salary Comparison” to view a scatter chart of your faculty full-time salaries in relation to various metrics (years since highest degree, research funding, or credit hours taught). Salary recommendations for faculty are entered by clicking the “Edit” button for each faculty line and inputting your A- and C- fund recommendations. Salary recommendations are saved when the “Update” button is clicked.

A variety of reference information, such as the five-year summary of salary adjustments for each member of your faculty and some statistical data on salary distribution by faculty rank, can be viewed by choosing “Reports” on the Salary Program Data Entry page. The A- and B- fund amounts allocated to your department are displayed on the salary entry page, and the balance remaining in each fund is adjusted automatically as salary increments for FY17 are added to the spreadsheet. The automated balance display is solely for your convenience, and does not imply Dean’s Office approval of your salary recommendations.

If you have jointly appointed faculty in your Unit, please communicate with the other Chairs or Directors with whom you share salary responsibility in an effort to reach a common salary recommendation. If the College receives different salary recommendations from Units in LSA, we will average the recommendations. In cases of joint appointments with non-LSA Units, it may not be possible to agree on a common salary recommendation and the individual will have different rates in the two schools.

Salary recommendations may be changed until 8:00 a.m. on Tuesday, May 24, 2016, at which time the faculty portion of the Salary Program Entry System will be closed for review by the Dean’s Office. **You should print a copy of your salary recommendations for your records.**
When you have finished entering your salary recommendations, please e-mail Linda Blakley (lblakley@umich.edu) a **single file** that contains your explanation for specific salaries. This should consist of a brief discussion (1 paragraph) justifying all requests for C-fund, and explaining any A-fund allocation that is unusually high or unusually low. In addition, this should include teaching histories (from the MRS\Student\Teaching History tool) for any faculty member that is recommended for C-fund based on teaching excellence. **This file should be sent no later than 8:00 a.m. on Tuesday, May 24, 2016.**

The Dean’s Office will review C-fund recommendations and re-open the website on Thursday, June 23, 2016 at 5:00 p.m. All Units will have until Friday, July 1, 2016 at 5:00 p.m. to review the Dean’s Office allocations and to adjust A-fund allocations, if desired, for faculty who have not been approved for C-funds. If you have jointly appointed faculty, you may review the merit recommendation(s) of the other appointing Unit(s) by selecting “Joint Appts.” on the Salary Program Data Entry page.

* https://webapps.lsa.umich.edu/adminda/*