



OFFICE OF THE CHANCELLOR

TO: USM Presidents
FROM: Jay A. Permar, Chancellor
DATE: May 12, 2022
RE: FY 2023 USM Compensation Guidelines

I. Introduction

The General Assembly has completed the 2022 legislative session, and as a result, we can now provide guidelines for the compensation of faculty and staff members of the University System of Maryland (USM) in Fiscal Year 2023. The FY 2023 budget includes a provision for a 3.0% cost of living adjustment and a 2.5% merit increase. The General Assembly has placed no restrictions on the ability of institutions to provide for retention, equity and other necessary increases to faculty and staff during the coming fiscal year.

The following guidelines take effect July 1, 2022 and will continue through the fiscal year. They are intended to implement the State Budget requirements related to employee compensation applicable in FY 2023. Each President may establish institutional guidelines consistent with this document and related USM policies to ensure their appropriate administration on their campus and to address compensation processes, issues or collective bargaining requirements specific to their institution.

II. Scope

These guidelines apply to all USM Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee's position. The only categories of compensated individuals exempted from these guidelines are adjunct faculty, graduate assistants, fellows, postdocs and student employees, unless otherwise noted.

Provisions of applicable collective bargaining agreements supersede

rating (or its equivalent) to qualify for a merit increase. Each institution will develop a plan to complete the performance evaluations upon which the merit increases will be based and to notify employees of resulting increases.

1. Regular Nonexempt Staff: Consistent with USM Policy 9/20, Nonexempt staff who are given an evaluation ranking of "Meets Standards" or better shall receive a merit increase of 2.5%.
2. Regular Exempt Staff and Faculty: Merit increases for these employees shall reflect their performance, consistent with the institution's performance evaluation plan and standards and any relevant collective bargaining agreement requirements. This FY 2023 state support budget includes funding for a 2.5% average merit pool for Exempt Staff and Faculty employees.
3. Contingent and II Exempt and Nonexempt Staff, Contractual (Adjunct) Faculty, Graduate Assistants, Postdocs, and Fell(te)3 Tw 4.74 0 T64 -1.72 Td h1 ((p () Tj / As)2 3
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G. Other Salary Adjustments

Other compensation increases generally should not be made during the fiscal year.

IV. Required Reports

The following reports are required in FY23 and should be sent to HR Officer Tom Hoffacker in the USM Office no later than Friday, July 2022, unless otherwise stated

A. President's Affirmation Letter.

Shall affirm that the compensation actions taken for FY23 are consistent with the guidelines established herein and affirms that contracts are handled appropriately as stated in USM Policy VII-10.0, Policy on Board of Regents Review of Certain Contracts and Employment Agreements.

B. Updated List of Institution Key Staff Employees.