University of Mary Washington

Compensation Study

Teaching Faculty and Administrative / Professional Faculty

January 2011

Stan McKnight
McKnight & Associates, Inc.

www.smcknight.com
Today’s Discussion

- Project Scope
- Program Plan
- Time Line
Scope of Services

• Compensation Study:
  – Market analysis and salary model design by academic discipline and rank within discipline for Faculty
  – Salary Compression Analysis
  – Cost Impact Analysis

• Positions Included:
  – All Teaching Faculty, plus two Associate Dean Positions
  – All Administrative / Professional Study will cover all other academic and administrative positions that are not staffed by faculty rank personnel, including Deans and Associate Provost
  – Academic positions such as Center Directors are by base salary plus stipend and will therefore not be surveyed
Our Approach

- Develop Baseline View
- Analysis and Solution Building
- Finalize Options and Plan for Change
Communications and Feedback

- Initial Meeting with Consultant and Senior Administration - December 21, 2010
- Steering Committee Formed of Provost, Deans, Faculty Representative, and Administrative / Professional Advisory Committee Representative
- Briefing Teaching Faculty Committee of Three Colleges
- Briefing Administrative Advisory Committee
- Town Hall Meetings All Faculty and Administrative Professional
Market Study

- Initial List of Benchmark Institutions Under Review by Committees
- Initial List Focused on COPLAC Institutions and South Region Masters Institutions Ranked by US News & World Report
- Other Selection Attributes: Comparable Budgets, Undergraduate Student FTE, and Academic Programs
Market Study

- Faculty Positions
  - Custom Survey of Selected Universities
  - By Academic Discipline and Rank
- Administrative /Professional Positions
  - CUPA-HR Salary Survey Report of Same Selected Universities as Faculty Survey
  - By Individual Job Title
- Report of Findings and Statistical Analysis
Faculty Pay Plan Design

Faculty Process: Market Guide Ranking Approach

- Market Analysis
- New Pay Ranges Developed by Academic Discipline and Rank
- Ranges Include Minimums, Midpoints, Maximums
- Positions Assigned Pay Range with Midpoints Matching Market Data
- Salary Model By Academic Discipline and Rank
Staff Pay Plan Design

Staff Process: Point Count Evaluation Approach

- Job Descriptions Updated
- CUPA-HR Salary Survey Report
- New Ranges Developed Based on Market Data
- Ranges Include Minimums, Midpoints, Maximums
- Jobs Evaluated Using Weighted Point Counts and Assigned Pay Ranges based on Points Linked to Market Data
- Job Evaluation Involves Employees and Supervisors with an Online Questionnaire (ePDQ)
- ePDQ Training February 8 & 9
Adjusting for Salary Compression

- Review of Individual Employee Pay in Relation to the New Pay Ranges
- Cost Scenarios will be Developed for Multi-Year Adjustments to Overcome Pay Range Compression Problems
## Estimated Project Schedule

<table>
<thead>
<tr>
<th>Phases</th>
<th>Objectives</th>
<th>Key Tasks</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>Develop Baseline View</td>
<td>Briefings</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Town Hall Meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Market Study</td>
<td></td>
</tr>
<tr>
<td>Phase 2</td>
<td>Analysis &amp; Solution Building</td>
<td>A/P ePDQ Market Study</td>
<td>February - March</td>
</tr>
<tr>
<td>Phase 3</td>
<td>Finalize Options</td>
<td>Design Pay Structures Cost Impact</td>
<td>March - April</td>
</tr>
</tbody>
</table>
Plan for Change

- Budget Review and Allocation Process
- Campus Feedback to Faculty and A/P