



UNC
KENAN-FLAGLER
BUSINESS SCHOOL

Memo To: Stephanie Thurman, Office of the Provost, CB 3000
From: John P. Evans, Interim Dean *John P. Evans*
Date: December 10, 2013
Subject: Faculty Salary Policy for Kenan-Flagler Business School

The purpose of this memorandum is to describe the procedures and processes that Kenan-Flagler Business School uses to establish faculty salaries.

Initial Salary

For a new hire faculty member the initial salary is based on the individual's qualifications (e.g. educational preparation, productivity and accomplishments in research, teaching, and service, professional experience, and national or international standing), the rank at initial hiring (e.g., holding a named professorship), administrative load, teaching load, equity considerations within the School, market conditions, and other relevant factors. The Senior Associate Dean leads all salary negotiation efforts for the school.

Annual Reviews

Kenan-Flagler Business School assesses all salaries during the annual review process, which occurs in May and June of each year. The school uses a standard format for annual reporting of performance on areas of research, teaching and service. Materials are submitted to the Senior Associate Dean's Office and include: a vita and a summary of his/her activities over the last two years; a list of courses s/he will teach during the upcoming academic year, and specific research and teaching goals for the next year. The Senior Associate Dean meets with area chairs in an overview meeting to review faculty performance in their area. The Senior Associate Dean and the area chair meet with each faculty member to discuss the assessment of his/her performance. The Senior Associate Dean then prepares a written evaluation and sends to the area chairs for input. Once finalized, the written evaluation is sent out to each faculty member.

Salary Adjustments

An annual performance assessment is a key factor in salary setting considerations. Other factors include, but are not limited to, the following: retention concerns, changes in either teaching or administrative responsibilities, salary compression/area equity, promotions, and market changes at peer institutions. The school uses AACSB survey data as a source of market data for comparative salary information at peer institutions. These survey data include the distribution of salaries by

academic area and rank, and can be obtained for groups of business schools that also differ in ranking. These data change each year.

Contingent on the availability of funds and based on the applicable salary setting guidelines/requirements for that year, the Senior Associate Dean develops salary recommendations considering all factors specified above, along with input from the Area Chairs. The Senior Associate Dean presents these recommendations to the Dean, and works with the Associate Dean of Business and Operations to implement. The School follows the instructions, limitations and conditions for salary adjustments as determined by the North Carolina General Assembly, UNC Board of Governors, as well as the Offices of the President, Chancellor, and Provost.

Each faculty member receives his/her new salary amount in writing.