

Salary Policy

Approved by Bloomington Library Faculty: August 1992; July 2001; January 2005; July 2005

1. Introduction

Article II, Section 2.f. of the Constitution of the Library Faculty of the Indiana University Libraries at Bloomington (revised October 1998) defines areas of responsibility of the library faculty. Salary, along with appointment, promotion, tenure, conduct, work, and grievance, is included as a shared responsibility. Library faculty governance specifically includes recommending guidelines for salary matters.

This salary policy contains principles to guide salary allocations for all librarians on budgets administered by the Dean of University Libraries. It is consistent with principles adopted by the University Faculty Council (UFC) (Principles Guiding Faculty/Librarian Salary Policy, Circular U9-89, April 25, 1989) and the Bloomington Faculty Council (BFC) (Faculty and Librarian Salary Policy, Circular B33-91, October 17, 1989; Annual Merit Evaluation Policy, Circular B24-98, March 24, 1998). It provides guidelines and recommendations for setting initial salaries, increases, and other salary adjustments.

2. Role of the Bloomington Library Faculty Council (BLFC) Budgetary Advisory Committee and the Bloomington Library Faculty.

The Budgetary Advisory Committee, which receives its authority from the Constitution of the Library Faculty of the Indiana University Libraries at Bloomington, serves as a consultative committee to the Dean of University Libraries for annual library faculty salary budget allocation.

As needed, the Committee will present new or extraordinary salary distribution plans to a meeting of the Bloomington Library Faculty for advice and direction.

When the amount of money available for salary increases is ascertained, the Dean (in consultation with this Committee, the Bloomington Library Faculty, and the appropriate library administrators) determines the amounts to be used for merit increases after increases for new floors, equity, promotions, and cost of living adjustments, have been met.

If adjustments for equity, cost of living, and salary minima absorb more than half of the unit's allocation for salary increments, the Dean will consult with the BLFC Budgetary Advisory Committee to try to develop a solution to keep sufficient funds available for merit raises.

The Bloomington Library Faculty recommends that the Library Administration make every attempt to follow the BFC Budgetary Affairs Committee's recommendations as well as any campus budgetary guidelines for cost-of-living and/or fixed dollar increments and the BLFC Budgetary Advisory Committee's recommendations for merit increases.

3. Initial Salary Setting Factors

When a librarian is hired, the salary is set by the Dean in consultation with the appropriate library administrators, based upon the recommendations of the Libraries Human Resources Officer. Numerous variables go into such a determination, including the number of years of appropriate experience, the rank and the level of responsibility of the newly hired library faculty member, the marketplace, etc. In addition, the new librarian's credentials and qualifications will be compared with those of peers already employed in the Libraries in determining a salary recommendation.

4. Non-Merit Adjustments to Individual Salaries (Under Revision: April 4, 2006)

a. Newly established floors (salary minima)

In general, all librarians' salaries should at least meet the minima established each year by the campus for salaries at each rank. Salaries below the minima should be justified in writing to their recipients.

b. Equity

The BLFC Salary Equity Review Committee (SERC), in conjunction with the Libraries Human Resources Officer, periodically reviews all salaries for internal equity. This review is separate from any campus-wide review. SERC may recommend equity adjustments to the Dean. The Libraries Human Resources Officer may also recommend equity increases independent of the Committee. These recommendations are reviewed by the Dean and the appropriate administrators

c. Promotion

All librarians who are promoted in rank will receive salary increases reflecting the promotion. The amount of the increase for promotion to a given rank will be applied uniformly to all promotions to that rank during any given year.

d. Cost of Living Adjustments (COLA)

Librarians shall receive an increment related to the increase in the cost of living. The cost of living increase recommended by the BFC should be distributed to all librarians on the IU Libraries budget. If the COLA is not distributed (to an individual librarian or to all), a justification shall be presented in writing, to the individual or to all, as the case may be.

e. Changed responsibilities

Librarians who accept a permanent change in job assignment, thereby incurring a significant change in responsibility, will receive a salary adjustment commensurate with the change in responsibility, as noted in Section III.B.4.a of the BFC Faculty and Librarian Salary Policy. Adjustments to individual salaries may be negotiated between librarians and appropriate library administrators.

f. Outside offers

The decision to negotiate with a librarian who has received an outside offer shall be made by the Dean in consultation with appropriate administrators. Verification of the outside offer may be requested.

5. Merit adjustments to individual salaries

One of the factors affecting the allocation of resources to salaries is merit. The Bloomington Faculty Council's salary policy defines merit as "individual achievement as judged according to the criteria of teaching/performance, research/creative activity/professional development, and service".

a. Eligibility

Peer review is normally one of the requirements for recommending individual annual salary merit increases. The BLFC document Peer Review in Annual Merit Evaluation for the Purpose of Salary Increments (approved May 2003) identifies three levels of salary increase that may be recommended by the Committee. Librarians eligible for peer input into salary recommendations are identified in Section I.C. of the document. To be considered for a merit salary increase, eligible librarians must have a rating and evaluation from the Peer Review Committee.

Section I.C. of that document also identifies librarians not included in the peer review process and notes that salary increase recommendations for those individuals should be made to the Dean by their supervisors. Salaries for librarians not eligible for peer review, but possibly eligible for merit increases, should be set using an equivalent three levels of increase.

b. Distribution of Funds to Librarians

Merit increases for individual salaries are calculated on the base salary after increases for newly established floors, equity adjustments, promotion, and COLA, have been added.

Librarians who have received ratings at levels II-III deserve a merit increase. These increases should be differential, and commensurate with each rating described in the Peer Review in Annual Merit Evaluation for the Purpose of Salary Increments document. Following the procedures of sequence noted in this document, all available merit dollars should be allocated to the salaries of eligible librarians.

The total amount available for merit increases is calculated by subtracting the following off-the-top deductions from the total salary pool for librarians: salary decisions made by library administration (changed responsibilities, outside offers and any additional base negotiations), and the initial salary adjustments listed above (raises to floors, equity, promotion, and COLA). The resulting available pool of dollars should be distributed to the librarian population reviewed by the Peer Review Committee and other continuing librarians not eligible for peer review.

Each year, the BLFC Budgetary Advisory Committee shall recommend the amounts for each merit rating based on projected information provided by the Library Fiscal Officer. The Committee will consider both percentage increases and flat dollar increases in making a recommendation. To try to maintain salary equity, it would be desirable for the sum of the COLA plus the merit increase for a level II-III performance rating to be equal to or greater than the percentage applied to bring salaries up to the campus-recommended floors. The Committee will report its recommendation to the BLFC Agenda Committee and the BLFC for approval.

6. Temporary administrative responsibilities

Librarians who accept temporary administrative responsibilities will receive temporary salary supplements commensurate with the increase in responsibility, as noted in Section III.B.4.a of the BFC Faculty and Librarian Salary Policy. Adjustments to individual salaries may be negotiated between librarians and appropriate library administrators.

7. Other Bloomington Librarians

This salary policy covers librarians with salaries on the budget administered by the Ruth Lilly University Dean of University Libraries. It is recommended that other IUB librarians work with the

units that pay their salaries to develop salary policies that incorporate the principles of the BLFC salary policy.

8. Appeal Procedures

Librarians who wish to disagree with their merit ranking for salary purposes or add their responses to the Peer Review Committee's evaluation should address their responses to the Dean within two weeks of these ratings being sent out.

Appeals by librarians with regard to unresolved disagreements about salary decisions are governed by faculty/librarian grievance procedures as outlined in the Indiana University Libraries Library Faculty Handbook document Librarians Faculty Review Board, and in the Academic Handbook of Indiana University (see especially the documents Grievance, Mediation, and Review Procedures (<http://www.indiana.edu/~bfc/docs/policies/grievance.htm>), and Supplementary Affirmative Action Grievance Procedures (<http://www.indiana.edu/~bfc/docs/policies/supp.html>)).

9. Reporting

The Dean will provide a report each year to the BLFC detailing the disposition of the total salary money in each of these categories: changed responsibilities, outside offers and any additional base negotiations, any librarian administrators excluded from the peer review process (e.g., Associate Deans), merit increases for continuing librarians not eligible for peer review, COLA, raises to newly established floors, equity, promotions in rank, and details of other factors affecting the amount available for distribution for merit salary increases. The Dean will also make an additional report each year to the BLFC detailing the disposition of money for temporary administrative responsibilities and any other cash disbursements related to salaries. The report shall be made available to the Library Faculty.