June 1, 2022

TO: Department Heads (College, CVM, Research, and Extension)  
    Unit Leaders (Extension)  
    Resident Directors (Research)  
    District Extension Administrators (Extension)  
    Institute Directors (Research, Extension)  
    Special Services (Research) 

SUBJECT: Salary Guidance Fiscal Year 2023

The 2023 operating budgets for Texas A&M AgriLife Research (Research), Texas A&M AgriLife Extension Service (Extension) and the College of Agriculture and Life Sciences (College) were approved by Texas A&M University System Board of Regents at the May board meeting.

The following salary actions including merits, equity adjustments, promotions, and reclassifications are available for unit consideration. The effective dates of these actions will be September 1, 2022.

**Merit**

The College, Research and Extension for fiscal year 2023 have authorized a 2% merit plan. Merit is intended to recognize meritorious performance and should not be allocated across the board. The merit plan applies to salaries on all fund sources. A 2% centrally funded add to base merit pool will be allocated based on appropriated (state and federal) salaries as identified in the budget for the fiscal year 2022 (September 1, 2021). Any add to base recommendations on non-appropriated (designated and restricted) salary sources must be funded from unit funds and be sustainable. Merit greater than 10% requires administrative approval prior to submission. One-time lump sum merit payments considered on non-appropriated funds must be both allowable and available. One-time merit payments may not exceed $10,000. Add to base and one time merit increases for faculty and staff should not exceed an aggregate average of the 2%.

The following criteria must be met for merit consideration:

- the employee has a meritorious performance rating of “Meets Expectations” or higher as documented by a current performance evaluation on file in Workday,
- the employee has been employed by the same System member for the six months immediately preceding the effective date of the merit salary increase, and
- six months have elapsed since the employee’s last merit increase.

See [System policy 31.01.08](#) for additional information.

Add to base merit increases should be entered on the unit salary template and emailed to [budget@ag.tamu.edu](mailto:budget@ag.tamu.edu) for upload to the position budget application (PBA) no later than July 13, 2022.
Unit funded one-time lump sum merits should be provided to the budget office in a separate spreadsheet, listing name, UIN, pin, one-time amount by funding account (xx-xxxxxx-xxxxx). If multiple accounts are used, list each account and the amount of the one-time merit that account is funding.

**Equity Adjustments**

Equity adjustments can be considered to address salary compression, and/or gender and ethnic disparities. Requests for Research and Extension should be submitted via memo to AgriLife Human Resources for both faculty and staff no later than June 30, 2022, for review and routing to the appropriate administrative approver. Units will provide sustainable funding sources for these increases.

Equity adjustments, once approved, should be entered on the unit salary template which must be emailed to budget@ag.tamu.edu for upload to the PBA no later than July 13, 2022.

**Promotions/Reclassifications**

All job profile (title) changes that will be effective September 1, 2022 should be submitted in Workday by June 30, 2022. This includes job profile (title) changes for employees whose career ladder or professorial rank promotion has been approved. Change job profile (title) and/or job duties in Workday, however, do not change compensation in Workday. The compensation changes should be entered on the unit salary template which must be emailed to budget@ag.tamu.edu for upload to the PBA no later than July 13, 2022.

Note: Compensation changes for reclassifications/promotions changing a pay rate type (hourly to monthly/monthly to hourly) should NOT be entered on the salary template and will NOT be uploaded to the PBA or the merit module. These salary changes must be entered directly into Workday after September 1, 2022, with an effective date of September 1, 2022.

Faculty/Faculty Equivalents – Promotions will be funded centrally at 10% for each faculty/faculty equivalent or career ladder promotion on appropriated funds. Research, Extension and College allocations will be proportional to the amount of salary on appropriated funds as of September 1, 2021. Promotions that impact non-appropriated sources will be funded using those sources. The unit is responsible for funding the amount of any promotion increase that exceeds 10%.

Staff - Promotion/reclassification increases for staff must be funded with existing unit resources.

**SEP (Salary Enhancement Program)**

Requests to participate in SEP in fiscal year 2023 are due to AgriLife Human Resources by July 29, 2022, will be routed for appropriate Sponsored Research Services (if applicable) and administrative approval. Faculty with less than 12-month appointments are not eligible to participate in the SEP program. Sufficient funds to support SEP and related benefits must be available in identified accounts when the SEP request is submitted for approval.

Upon administrative approval for participation in SEP, the Request Compensation Change Business Process to edit or add the Salary Enhancement Pay Allowance with dates of September 1, 2022 – August 31, 2023, can be processed in Workday from September 2nd -15th with an effective date of September 1, 2022. In addition, a costing allocation for the allowance with approved documentation attached must be processed in
Workday. Please review SEP allowances in Workday for anyone no longer participating to ensure the allowance itself (not just the cost allocation) has an end date of August 31, 2022.

For additional information, see the Research and Extension Procedures for Faculty and Nonfaculty Salary Augmentation.

Section 31.01.01.A1.03  Research Faculty Salary Augmentation
Section 31.01.01.X1.03  Extension Faculty Salary Augmentation
Section 31.01.01.X1.06  Extension Nonfaculty Salary Augmentation

A copy of the budget calendar is attached for reference. Budget questions may be directed as appropriate, to Deanie Dudley (College), d-dudley@tamu.edu, 979-845-3748; Christy Jurney (Extension) christy.jurney@ag.tamu.edu, 979-314-0160 or Kari Curtis (Research), kcurtis@tamu.edu, 979-458-8543.

Sincerely,

Mark A. Hussey
Interim Vice Chancellor and Dean College of Agriculture and Life Sciences

G. Cliff Lamb
Director AgriLife Research

Rick Avery
Director AgriLife Extension Service

Attachments

xc: Patricia Klein
    Vic Seidel
    Amy Swinford
    Al Davis

    Donna Alexander
    Debra Cummings
    Deanie Dudley
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