

Music Department
University of North Carolina at Chapel Hill

Procedures for the Allocation of Annual Salary Raises

1 Annual salary raises are allocated by the Chair, acting on instructions from the Dean of the College of Arts and Sciences, and receiving the advice of the Music Department Salary Committee. All such allocations require justification to, and approval by, the Dean's office, and are confirmed by the Board of Trustees.

2 The Music Department Salary Committee consists of the Chair, the two Associate Chairs, two elected members (one full professor from, and elected by, each Division), and the Department's EEO Officer. Given the timetable of raise notifications, members of this committee must be able and willing to meet both within and (if only electronically) outside of the regular semester. All proceedings of the Salary Committee will be confidential.

3 Toward the end of the spring semester, all colleagues whose salaries will be considered in the forthcoming salary round will be invited to submit a 1–2 page statement on their research (including creative activity), teaching, and service during the current academic year, also including any other information deemed relevant for consideration (including longer-term salary issues where appropriate). These statements will be made available to the Salary Committee, plus details of all current salaries and other statistical or similar information considered useful by the Chair.

4 While cost-of-living increases may be a reasonable expectation where permitted by the Dean, additional raise allocations are most likely to be variable, and will be made on the basis of degrees of distinction identified in terms of:

- research or equivalent creative output at a level appropriate to the institution;
- contributions to teaching and curriculum development;
- service in the Department and University, and to the profession, particularly in leadership roles and where significant other compensation is not provided;
- awards, honors, and other marks of recognition in international, national, and regional contexts.

Expectations in each of these spheres, and as a collective whole, will be adjusted according to professional rank and, in the case of fixed-term colleagues, informed by contractual and other requirements.

5 Variable raise allocations will require some process of ranking colleagues, whether individually or in bands. This process will normally take place toward the end of the spring semester, and normally independent of any knowledge of the forthcoming raise pool. The ranking of all colleagues will be performed in the first instance by the Associate Chairs and elected members of the Salary Committee (so, two colleagues from each division), who may draw upon such advice as they deem appropriate. The

preliminary results will then be discussed by the whole Committee prior to the creation of a final ranking.

6 In addition to, and subsequent to, this ranking process, the Chair will take into account, and where appropriate inform the Salary Committee of, the following considerations:

- retention needs;
- equity, including compression;
- peer market value.

7 The Chair will present to the Salary Committee for consultation a set of principles for distributing the raise pool. The Chair will subsequently include a report of the deliberations of the Salary Committee in the recommendation on raise allocations to the Dean.

8 Once raise allocations have completed the approval process, the Chair will produce a general report to be distributed to all colleagues on the year's raise-allocation process and outcomes.

Tim Carter, Chair
Evan Bonds, Associate Chair for Academic Studies
Terry Rhodes, Associate Chair for Applied Studies
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