

Per ERL memo # 2423, dated 8/25/21, data entry instructions for post tenure salary adjustments are as follows:

DATA ENTRY PROCESS:

One job row should be added for all faculty eligible for post tenure review in this cohort. One of the following three situations should apply:

1. **Post Tenure Satisfactory Salary Adjustment Only** - Enter post tenure satisfactory performance salary adjustment base increase of 3.5% using the Action/Reason "Pay Rate Change/Post Tenure Salary Adjustment".

2. **Post Tenure Salary Adjustment and Stellar Performance, Compression or Equity increase** - Include stellar performance, compression or equity increase in the same job row as the base increase.

There is no need to identify the reason for the additional increase.

The Action/Reason of "Pay Rate Change/Post Tenure Salary Adjustment" should be used for the combined amount.

NOTE: The total increase should not be greater than 7% of the faculty member's current base salary according to the AFUM contract, Article 20.G.4 and 5.

3. **Post Tenure Denial** - a job row should be entered for any faculty member denied the post tenure award. The Action/Reason of "Data Change/Post Tenure Denial" should be used.

You will no longer need to provide Excel spreadsheets to Labor Relations noting the faculty who received post tenure increases and or the amount of the increase. However, you will still need to identify to Labor Relations which faculty members were denied post tenure awards and at what level.

This process should reduce your data entry effort in MaineStreet, and the reporting burden you have to Labor Relations. It should also provide consistent data entry methods across campuses for post tenure awards, which will result in more reliable and accurate reporting. If you have questions regarding data entry, please contact Kitty Armstrong at 973-3369.