Yale SCHOOL OF MEDICINE
Procedure YSM-PR-FSAA-0001

FY 2022-2023 FACULTY ANNUAL COMPENSATION REVIEW PROCEDURES

Responsible Office: Faculty Support & Academic Analytics
Responsible Official: Deputy Dean, YSM Finance and Administration

Originally Issued: 04/06/2022
Revision Date: 05/18/2022

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1. COMPENSATION RECOMMENDATION GUIDELINES—FY22-23
   • The University’s faculty salary guidance is a merit pool spend rate of 4% of salaries with up to an additional 1% of salaries to be used for the following reasons:
     ▪ In recognition of promotion in rank
     ▪ To maintain and/or achieve equity
     ▪ For research faculty, to bring salary to the FY2022-23 minimum for their rank
   • The Yale school of medicine will be required to submit a faculty merit plan within these guidelines. Recognizing the variability and complexity of the school’s departmental compensation structures, we will work directly with departments that fall outside these planning parameters.
   • Departments should assign highest priority to adjustments required to maintain equity in the compensation of female or minority faculty members.
   • Mid-year adjustment of salary is permissible under limited circumstances, including (1) a material change in responsibilities, such as a change in administrative or teaching responsibilities, (2) retention arrangements, (3) situations in which a
faculty member decreases to part-time status or increases to full-time status, (4) adjustments to achieve market and/or internal equity, or (5) adjustments to more appropriately reflect qualifications, contributions, and productivity. Raising or lowering salaries as a consequence of receiving or losing grants is not permissible. All mid-year adjustments of faculty salaries will be subject to review and approval by both the Dean’s and Provost’s Offices.

- Requests for any compensation that is not already outlined in a department’s incentive plan and/or additional compensation program must be submitted to the Dean's Office for approval. Written approval must be obtained before the work can begin.

2. COMPENSATION STRUCTURE

LADDER FACULTY BASE AMOUNTS

The base represents the School’s annual commitment to faculty who meet the basic expectations (teaching, clinical, research) of their departments and the School. A faculty member's compensation can be reduced below the base for his or her rank, however such reduction requires the Dean’s approval.

The current base components for ladder track faculty members are:

- Professor: $85,000
- Associate Professor without Term: $76,500
- Associate Professor with Term: $67,500
- Assistant Professor: $61,000

RESEARCH RANKS

The minimum salary payable to Research Faculty are:

- Senior Research Scientist: $82,500
- Research Scientist: $67,500
- Associate Research Scientist: $65,000

In addition to salary, research faculty may receive additional compensation. The guidelines for additional compensation opportunities are the same as those set for ladder faculty.
OTHER INSTRUCTIONAL RANKS (INSTRUCTORS, LECTURERS, AND VISITING FACULTY)
The minimum salary payable to an Instructor or Lecturer in 2022-2023 is $40,300. Minimum salary for Visiting Faculty will be determined based on the arrangements with the faculty member’s home institution.

ADDITIONAL COMPENSATION OPPORTUNITIES
Faculty employed full-time by the University normally may not receive additional income from the University for work performed during a period of fulltime employment. However, faculty members in the School of Medicine may be paid for additional work such as on call pay, pay for additional shifts, lectures delivered to affiliated organizations or for taking on additional duties on an interim basis.

Approval to pay faculty for additional compensation opportunities must be obtained before the work is performed. For additional compensation opportunities that are defined in a department’s compensation plan, approval of the compensation plan serves as the prior approval. In all other cases, prior approval must be obtained from the Dean’s Office.

3. FY2022-2023 Faculty Annual Review Process Timeline

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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>4/4/2022</td>
<td>Faculty Annual Compensation Review process in Workday begins</td>
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<td>• Compensation changes effective July 1, 2022 should be submitted via the Workday grid</td>
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<td>• Recommendations less than 1.5% or greater than 6% require supporting comments</td>
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<td>• July 1, 2022 promotions in academic rank that have been formally approved by the Board of Permanent Officers (BPO) should be entered in the Workday grid</td>
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4/12/2022
**Submission of Department 2022-2023 Faculty Compensation Plans**
Department or section-specific compensation plans will be used in the
determination of annual faculty compensation and should comply with the
School’s Guidelines for Departmental Compensation Plans. Plans should be
submitted to ysmacademicanalytics@yale.edu

5/3/2022
**Ladder Faculty Compensation Recommendations due in Workday**

5/4/2022-5/26/2022
**Line-by-Line Review**
Meetings with Departments (as requested/needed)

Participation by the Department Chairs and Lead Administrators in the line-by-line
review of recommendations with the Dean’s Office is optional. The Dean’s Office
will complete the Line-by-Line Review of compensation submissions and will
contact departments as needed to address any outliers or recommendations needing
further clarification. Should a department wish to participate in the line-by-line
review meeting, please contact the Office of Academic Analytics
ysmacademicanalytics@yale.edu no later than April 22\textsuperscript{nd} to schedule.

6/3/2022
**Department final submissions in Workday**
All faculty compensation recommendations updated on the Workday grid and
submitted to the Dean's Office level in Workday

6/17/2022
**Dean’s and Provost’s approval of YSM faculty annual compensation recommendations**
Notification of approved compensation recommendations will be provided via
e-mail from the Director for Faculty Support

Faculty Annual Compensation Review Process in Workday ends

July 2022
**Compensation Letters and Benchmarking Statements distributed**

Contact Information

- **Subject Matter Expert**: Assistant Director, YSM Faculty Affairs, (203) 785-6567,
  facultyaffairs@yale.edu

- **Subject Matter Expert**: Director, Office of Faculty Support, (203) 785-5200,
  annamaria.hummerstone@yale.edu

- **Submit Exceptions for Dean’s Office Review to**: Deputy Dean, YSM Finance &
  Administration: email and/or telephone number, (203) 785-2436,
  arnim.dontes@yale.edu

Related Information

- Yale School of Medicine Guidelines for Departmental Compensation Plans
• Faculty Handbook - http://provost.yale.edu/faculty-handbook
• 1001 Compensation Above Salary - http://policy.yale.edu/policy/1001-compensation-above-salary

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