

INSTITUTION	SYSTEM STRUCTURE	QUALIFICATIONS FOR POSITIONS	PAY GRADES/SCALES	BENEFITS (i.e. raises, incentives, merit)	EVALUATION PROCESS	JOB SECURITY	SEPERATION OF BY-LAWS B/W FACULTY & STAFF	STRUCTURE OF REPRESENTATION
Utah State	Faculty / Staff (professional and administrative-exempt and classified)/At-will employees (terminated without cause hired by president-does include professional and classified)	Varies by position	10 grades total ranging from \$29,880-\$257,022	Two benefit packages – one for faculty (12 month) and exempt staff and one for non-exempt staff. Both claim to be equal to approximately 43.5% of annual salary, excluding the value of paid time off. Differ in retirement system (Utah Retirement for non-exempt: TIAA/CREF for exempt) and how annual leave is calculated.	Annually in a formal performance appraisal with his/her supervisor. The objectives are to: 1) establish and/or clarify job objectives; 2) establish standards against which performance will be measured; 3) identify employee developmental needs and strategies to address these needs, and 4) enhance communications between employee and supervisor. There is a form that is used.		Each governing body has separate by-laws; board of trustees by-laws; various policy manuals that are overarching for all employees by department.	3 organizations: Faculty Senate (academic faculty); Classified Employees Association; and Professional Employees Association that represents all professions employees to the administration and to the university. Membership includes all employees who hold professional rank. PEA's goals: support professional employees by encouraging and facility growth and advancement through university education professional development and training opportunities. Have representation on several university committees.
University of Washington		Minimal years of formal education and years of relevant work experience.	Grade 5-12 Salaries range from 30,840 to 96576 (5-12) and max is 65,318 to 213,035 (5-12)	Merit Based/External Market Factors	Evaluation process is not dependent on merit salary increase but is required to support recommendations.	No probation period and they do not attain permanent employment status.	Professional Staff Organization with own bylaws not part of faculty by laws	The PSO has a president, board of directors, voting members. They pay dues and membership fees.

Washington State	Faculty; Admin professionals (exempt); Civil Service Staff (non-exempt)	No degree requirement for either admin professionals or civil service staff. Either degree or years of service will suffice.		Merit Based: Considering productivity, quality of work, ability to work collaboratively and other factors.	Performance reviews for Administrative Professional employees are conducted annually, using the Annual Review Form. WSU encourages the professional advancement of all employees. Evaluation of performance and allocation of salary increases are important factors in encouraging superior service.	Admin Professionals (Exempt) are at-will; Civil Service (non-exempt) are protected.		Administrative Professional Advisory Council/Faculty Senate. Faculty Senate does include 1 seat for student affairs, continuing education and public service.
New Mexico	Faculty, Exempt (UNR admin faculty), Non-exempt (UNR classified)	BA minimum for exempt; lower range exempt equivalent to mid-range (grade 12 to 14) non-exempt range; lower range exempt may include non-BA holders	Pay grades 30 to 44; 30 starts with bachelor's degree	Merit distributed "across the board"; exempt have option of state or investment retirement program; Default is state retirement; Similar leave, medical, etc. to UNR; 22 days of annual; 12 days of sick leave; exempt pay into social security	Annual; Simple one page performance appraisal form	One year probation; After one year, must make a case for firing exempt staff; Supervisors' disciplinary check list used to determine postential just cause	One policy manuals that seperates out policies for faculty & staff	

<p>University of Arizona</p>	<p>Associated Professionals include Research Associates, clinical assistants, adjuncts, lecturers, directors, assistant deans (Many Admin Faculty positions at UNR would be classified positions at UofA, i.e. academic advisors, program coordinators, etc.). Faculty; Classified Staff; and Professional Staff</p>	<p>Based on each position</p>	<p>Professional positions appear to have latitude in hire offers and salary adjustments based on the labor markets. (Classified 4 - 65; 18k-97k)</p>	<p>\$15k life insurance; Arizona State Retirement System; tuition reduction program; discounted university tickets for athletic and cultural events; 22 days of annual per year; 1 day of sick leave accrues per month; paid sick leave upon retirement (determined by length of service; max of 60 days);(Classified Positions: 11 days of annual per year for first 2 years; 16 for 3 & 4 years; 22 for 5 years or more)(Classified Positions: 8 hours of sick leave per month)</p>	<p>Performance is considered in decisions relating to compensation, retention, promotion, continuing status, suspension, termination, or a decision not to renew an appointment. Evaluation by a peer review committee of the unit and the immediate administrative head or supervisor. Evaluation should include past and present performance, professional progress, and future potential and expectations, based upon a written agreement between the professional and head or supervisor.</p>	<p>State funded positions can be renewed annually; non-state funded positions can be renewed pending available funding; notice of nonrenewal can be no less than 90 days for state funded positions; non-state funded positions can be given a 30 day notice</p>	<p>Separate By-laws for the APAC</p>	<p>They have the Appointed Professionals Advisory Council which operates like a faculty senate, but is completely separate.Units select representatives to represent themselves on the APAC committee. There is a chair, past chair, vice chair, secretary, and treasurer. Four standing committees that address roles and responsibilities; human Resources, govergnance; membership; communications</p>
------------------------------	--	-------------------------------	--	---	---	--	--------------------------------------	---

Colorado State	<p>faculty and administrative professional; unclassified administrators/professional exempt staff; Administrative professional positions that are exempt from the State Personnel System under Colorado statutes, but are not academic faculty positions. The classification of a particular position as an administrative professional position must be coordinated with Human Resource Services.</p>	<p>Persons appointed should possess at least an appropriate baccalaureate degree from an accredited college or university and be professionally qualified. Exceptions to the degree requirement may be made where it can be demonstrated that professional experience may substitute for the baccalaureate degree. Those exceptions must be approved by the appropriate vice-president and the Director of Human Resource Services.</p>	<p>9 & 12 month appointments</p>	<p>Benefits committee comprised of current and retired academic faculty and professional faculty. Same benefits for faculty and administrative professionals.</p>	<p>evaluations are annual based on quality and quantity of performance</p>	<p>Employment is "at will" and subject to termination at any time except where protected by local, state or federal law.</p>	<p>Same manual for faculty and staff-it is combined.</p>	<p>Administrative Professional Council(great web-site for reference); Faculty Council</p>
----------------	--	---	--------------------------------------	---	--	--	--	---

Oregon State	Academic faculty, Professional faculty, Classified staff (Professional faculty are unclassified (exempt) and also unranked)	Degree is not required, but it is usual. Standard language in all the ads is "Typically requires Bachelor's degree in field appropriate to the work assigned; or an equivalent combination of education and experience."	There is no salary schedule. Before hire, a position is compared to similar positions in the department and then in the university. In cases where it is a unique or specialized position, it is compared to external market. Salary is usually established on the lower end of the range of similar positions.	Medical and retirement benefits same as for academic faculty. Vacation=15 hours per month with 6-month wait; capped at 32.5 days. Sick = 8 hours/month. Eligible for fellowship leaves (if they get a fellowship) and career development leaves; both are unpaid. Not eligible for sabbaticals.	NO uniform or logical policy for promotion, based on University wide procedure or recommendations from supervisor.	1- 2- and 4-month notice.		
University of Oregon	Classified & Unclassified which include Officers of Teaching, Research and Administration (much like our Admin Faculty)	Officers of Teaching & Research must have a Master's Degree or more; Officers of Admin, no degree is necessary (any supervisor who supervises Classified staff cannot be in the union so they are classified as an Officer of Admin)	Officers have no pay grades/scales; market driven	No formal set compensation plan; however, Officers receive COLA	Annual performance appraisals are mandatory for all employees. There is not set, specific policy in place. Officer evals are sometimes self eval, sometimes not. Some are peer reviewed, some not--depends on the college & supervisor--most are not.	Timely notice, not uniform across the board. UO is in the process of evaluating this.	Various policies and procedures. Does not seem to separate out faculty and staff. Separate faculty handbook.	All Officers and some classified are part of Faculty Senate.

Arizona State	<p>2/Faculty & 3/Service Professionals by Job Family:</p> <p>Administrative Support Services (general, administrative support, human resources, accounting & finance, protection & parking, procurement & stores, mail services, telephone communication, computing and information systems)</p> <p>Media & Graphics Arts Services (publishing, printing & reproduction, publicity & promotion, educational media support, broadcast radio/tv, Public Events, Graphic arts, illustration & photography);</p> <p>Facilities & Maintenance Services (general, custodial & grounds, transportation/vehicle op & repair);</p> <p>Student/Academic Support (general, food & housing, athletics-</p>	<p>By job description: 11 categories from Supervisor to Director. All titles have MQs that can be degree + related administrative experience OR Experience only, OR any equivalent combination of education & experience.</p>	<p>Classified midpoint range 2008/09 = 20,933 - 80,309 Service Professional midpoint range = 32,778 - 266,819</p>	<p>Benefits package identical regardless of category. \$15,000 basic life. 2 medical plans. 2 retirement plans. Annual leave accrues at 6.77 hours per pay period. Sick leave accrues at 3.69 hours per pay period. 10 paid holidays/ All employees get reduced in-state tuition for themselves & eligible dependents.</p>	<p>Performance Management System for all Service Professionals & Classified staff. Core expectations differ for those who lead people & those who do not lead people. Faculty evaluation system is separate.</p>	<p>Annual contracts renewed in July. 90 day notice of nonrenewal no later than 90 days before end of contract period. Amended 3/09 to include financial emergency where 90 day notice can come at any time.</p>	<p>Academic constitution and by-laws only.</p>	<p>Faculty senate members are tenure track academic faculty or academic professionals only.</p>
---------------	--	---	---	--	--	---	--	---