

CAS Compensation structure improvement focus

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Fri 8/4/2023 9:00 AM

To: CAS Faculty <cas_faculty@memphis.edu>; CAS Scates Staff <cas_scates_staff@memphis.edu>; CAS Staff <cas_staff@memphis.edu>

Dear CAS members,

The salary structure in the College of Arts and Sciences is a continual work in progress. Even though the FY24 base budget was cut by 3%, it is essential that progress improving the CAS salary structure continue. The salary structure improvement focus in FY24 is on addressing some of the critical issues in staff compensation in the college. The CAS leadership team has reviewed salaries for several important staff classifications in the college and will be making the adjustment types below effective August 26, 2023 for non-exempt positions and September 1, 2023 for exempt positions. These adjustments have been selected to establish new minimum salaries for position titles, introduce gaps between position titles with differing job duties, to combine titles with common duties into a single title, or to correct equity problems for individuals with long-term service earning less than recent hires. If these adjustments apply to you, you will receive an individual email from me sharing the good news.

- Administrative secretary: Reclassification to administrative assistant with minimum salary adjusted to \$35,000 (prior range: \$31,186-\$36,418)
- Administrative assistant I: Reclassification to administrative assistant with minimum salary adjusted to \$35,000 (prior range: \$35,203-\$37,000)
- Administrative assistant II: Reclassification to administrative assistant
- Administrative associate I: Minimum salary adjusted to \$40,000 (prior range: \$38,728-\$44,107)
- Administrative associate I with > 15 years of service in role: Equity adjustment to \$43,000 due to recent hires in same title above \$42,000 (prior range: \$41,428 - \$44,107)
- Business officer I: Minimum salary adjusted to \$55,000 (prior range: \$54,188 - \$55,997)

With regards to likely future CAS salary structure improvements, the Office of Institutional Research has assisted in providing a comparison of mean faculty salaries by rank and department with those at doctoral institutions using data from the College and University Professional Association (CUPA). These data suggest that the largest gaps between mean faculty salaries in CAS and at the doctoral institution comparison group exist at the professor rank in the departments of chemistry, political science and sociology (mean professor salary 82% of doctoral institution mean in those disciplines) followed by English and history (mean professor salary 84% of doctoral institution mean in those disciplines). This suggests likely focus areas for FY25 salary structure improvements, although updated comparison data will be used during Spring 2024 to finalize priorities.

Regards,

Abby Parrill

Dean

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