

July 23, 2021

Division of Student Affairs Staff:

As announced in [Inside Iowa State June 17](#), Iowa State University has given a 2.1% salary increase to all eligible Professional and Scientific (P&S) staff, Postdocs, Faculty and Contract employees with satisfactory performance reviews and who meet the performance-based merit adjustment [criteria](#). A discretionary salary policy was also announced in the same memo. [Salary policy parameters](#) were released by University Human Resources (UHR) shortly after the Inside Iowa State article. While the UHR document outlined university guidance for the discretionary part of the salary policy, it also stated that each division is responsible for developing its own discretionary salary policy for FY22.

The Division of Student Affairs Associate Vice Presidents (AVPs) provided a recommendation to me to proceed with a division-wide policy to reward the hard work and dedication of the student affairs staff while simultaneously considering equity. As such, their recommendation for FY22 is that each eligible P&S employee in the Division of Student Affairs who received a satisfactory performance review and meets the performance-based merit adjustment [criteria](#) receive a 1% discretionary salary increase on top of the standard 2.1%. At their discretion, the AVPs also recommended that a select number of staff who have demonstrated highly exceptional performance reviews receive a 2% salary increase on top of the standard 2.1%. This will be limited to six to eight individuals per unit.

I am happy to announce that I have accepted their recommendations and will implement the aforementioned FY22 discretionary salary policy.

While the standard 2.1% salary policy went into effect July 1, 2021, the discretionary salary policy process will not be completed until mid-September. However, the policy will have an effective date of July 1, 2021. Any back pay due to discretionary salary policy will occur during the September payroll.

Efforts to evaluate and pursue opportunities for exceptional performance based salary increases for P&S staff will continue as budgets allow through this annual process.

As a result of contract negotiations, all eligible [Merit staff](#) who were employed by the university on June 30, 2021 will receive a 1.1% increase effective July 1, 2021. The Board of Regents approved an additional 1% increase for eligible Merit staff who received a satisfactory performance review and were employed by the university as of January 1, 2021. Thus, some Merit staff will receive a total of 2.1% salary increase effective July 1, 2021. A [frequently asked questions document](#) is available in the HR service portal.

If you have any questions regarding this update, please consult your unit's fiscal officer.

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