

**VIRGINIA COMMONWEALTH UNIVERSITY
2008-2009 FACULTY SALARY ADMINISTRATION and BONUS AWARD CALENDAR**

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| 1. | Board of Visitors (BOV) meets to review 2007-08 Promotion and Tenure (P&T) recommendations and School of Medicine (SOM) Clinical Faculty Salary recommendations <ul style="list-style-type: none"> • Approved P&T list sent to Human Resource Division (HRD) for salary adjustments, to the Office of Budget and Resource Analysis for budget reallocations and to the Provost's Office to inform deans of BOV actions • Approved SOM clinical faculty salary recommendations sent to the HRD and Administrative Systems | May 16, 2008 |
| 2. | President, Provost and Vice Presidents – Issue Continuing Faculty Contracts <ul style="list-style-type: none"> • 9 and 10 month faculty contracts (except previously tenured faculty) issued and/or postmarked beginning May 1 but no later than May 16, 2008 • 11 and 12 month faculty contracts issued and/or postmarked beginning May 19 but no later than June 13, 2008 • Exception: Faculty being reviewed for promotion and/or tenure should not be mailed new contracts until receipt of official notification of BOV approval from the Office of the Provost. | May 1-16, 2008

May 19-
June 13, 2008 |
| 3. | HRD and Administrative Systems processes SOM clinical faculty salary recommendations | June 24, 2008 |
| 4. | Office of Budget and Resource Analysis provides Academic Finance and Administration with merit increase budget pools for university and executive levels, based on December 31, 2007 permanent budget | Jul 25, 2008 |
| 5. | Distribution of Merit Increase Budget Pools <ul style="list-style-type: none"> • Academic Finance and Administration provides executive level merit increase budget pools to the President and Vice Presidents • Vice Presidents provide merit increase budget pools to schools and units as appropriate | Jul 31, 2008

Aug 7, 2008 |
| 6. | Last day for Personnel Action Forms (PAFs) to be received by HRD for August 10, 2008 changes | Aug 1, 2008 |
| 7. | Academic Finance and Administration and Center for Institutional Effectiveness <ul style="list-style-type: none"> • Prepare Faculty Salary Administration (FSA) files based on August 10, 2008 (pay cycle-begin) data • Distribute FSA files and salary and bonus administration instructions to the offices of the President and Vice Presidents | Aug 15, 2008

Aug 22, 2008 |
| 8. | Departments/Units <ul style="list-style-type: none"> • Prepare preliminary salary and bonus recommendations based upon performance evaluations • Deans/Vice Provosts meet with appropriate Vice President for review and approval • Vice Presidents confer with the President then forward approved files to Academic Finance and Administration | Aug 25-
Sep 19, 2008
Sep 22-Oct 3, 2008
Oct 6-10, 2008 |
| 9. | Academic Finance and Administration provides a draft of the Board of Visitors salary increase and bonus award recommendations to the President and each Vice President's office for review and verification | Oct 24, 2008 |
| 10. | President and Vice Presidents return draft Board of Visitors salary increase and bonus award recommendations to Academic Finance and Administration after final review, verification and approval | Oct 29, 2008 |
| 11. | Academic Finance and Administration completes analysis of faculty salary increase rates | Oct 31, 2008 |
| 12. | Academic Finance and Administration forwards final version of Board of Visitors salary and bonus recommendations to the President's Office for review | Oct 31, 2008 |
| 13. | Academic Finance and Administration forwards final version of Board of Visitors salary and bonus recommendations to the President's Office; | Nov 7, 2008 |
| 14. | Academic Finance and Administration forwards test files to HRD and Administrative Systems | |
| 14. | President's Office forwards final Board of Visitors salary and bonus recommendations to printer | Nov 10, 2008 |
| 15. | Board of Visitors meeting material distributed | Nov 13, 2008 |
| 16. | Board of Visitors meets to consider salary and bonus recommendations | Nov 20, 2008 |
| 17. | President's Office notifies each Vice President of Board of Visitors action. Vice Presidents notify Vice Provosts, Deans, and others as appropriate | Nov 20, 2008 |
| 18. | Academic Finance and Administration forwards final file to HRD and Administrative Systems | |
| 18. | Approved faculty salary and bonus notifications issued and/or postmarked beginning November 20, 2008 | Nov 20-25, 2008 |
| 19. | HRD processes faculty salary recommendations | Nov 25, 2008 |
| 20. | HRD processes faculty salary budget adjustments | Dec 1, 2008 |
| 21. | HRD processes bonus recommendations | Feb 1, 2009 |