Introduction and Role of the Budgetary Advisory Committee

Article II, Section 2 of the Constitution of the Library Faculty of the Indiana University Libraries at Bloomington defines areas of responsibility of the library faculty. Salary, along with appointment, promotion, tenure, conduct, work, and grievance, is included as a shared responsibility. Library faculty governance specifically includes recommending guidelines for salary matters.

The role of the Budgetary Advisory Committee (BAC) is defined in Section 9 of the By-Laws of the Library Faculty of the Indiana University Libraries at Bloomington. The primary function of the BAC is to serve as an advisory body to the Ruth Lilly Dean of University Libraries for budgetary matters.

Campus Guidelines

Our policy is to follow all of the principles and guidelines adopted by Indiana University and the Bloomington Campus regarding salary matters.

The relevant University and Campus policies include:

- The University Faculty Council (UFC) Faculty and Librarian Salary Policy ACA-28
- Bloomington Faculty Council (BFC) Salary Policy, University, Policy E-22, Academic Guide
- Bloomington Faculty Council (BFC) Bloomington Campus Salary Policy for Faculty/Librarians, Policy E-23, Academic Guide
- Bloomington Faculty Council (BFC) Affirmative Action Plan: Salary Policy, Policy E-24, Academic Guide
- Bloomington Faculty Council (BFC) Salary Issues, Policy E-25, Academic Guide

This Librarian Salary and Merit Policy provides additional guidance on matters not addressed in the campus policies, or where individual units are charged to develop their own policies.

This policy applies to all librarians on budgets administered by the Ruth Lilly Dean of University Libraries.

Non-Merit Adjustments to Individual Salaries

The Libraries emphasize merit as our primary criterion for adjusting salaries; however, there are other non-merit factors that may impact salaries (salary minima, promotion, etc.). In addition to those addressed in campus policies, the Libraries have further recommendations regarding two of these factors:
a. Equity
Requests for an equity review can be made to the Libraries Human Resources Officer. See the Bloomington Campus Salary Policy for Faculty/Librarians (Policy E-23) for factors that may be considered for the allocation of remedial equity. The Libraries Human Resources Officer may recommend equity increases to the Dean. These recommendations are reviewed by the Dean and the appropriate administrators.

b. Promotion
All librarians who are promoted in rank will receive salary increases reflecting the promotion. The amount of the increase for promotion to a given rank will be multiplied uniformly to all promotions to that rank during any given year. If a librarian makes below the minima for their new rank, the librarian will be brought to the minima for the new rank for the new fiscal year, and receive the standard promotion raises on top of that. Any additional merit raises are applied after this has been done.

4. Merit Adjustments to Individual Salaries

There are several factors affecting the allocation of resources to salaries; merit has primacy among these factors.

a. Eligibility
Librarians must fill out an annual review to be considered eligible for a merit-based adjustment to their salary. See IUB Librarian Annual Review Policy for information on reviews and rankings. Only librarians who have received a Level II or Level III overall supervisory ranking for the year covered by the review will be considered for a standard merit increase. Librarians who hold the position of Associate Dean or Dean and visiting librarians are not eligible for merit review under the process described here.

b. Merit Review Procedures
After the supervisory comments and rankings are complete, this information with the annual report are forwarded to the Libraries Executive Council for review. Following the review, recommendations for extra merit increases (those granted in addition to standard merit increases) are submitted to the Dean of the Libraries by the other members of the Executive Council. Extra merit increases are based on extraordinary achievements in the criteria areas of performance, professional development/research/creativity, and service. Final extra merit decisions are made by the Dean of Libraries.

c. Distribution of Funds to Librarians
The total amount of money available for all types of merit increases should be allocated to the salaries of all eligible librarians who have received a Level II or Level III overall supervisory ranking for the year covered by the review. All eligible librarians ranked at Level II or Level III overall, as well as Associate Deans and visiting librarians, should receive a standard merit increase. The number of extra merit increases will vary according to the accomplishments of the librarians each year, but only a limited number of librarians should be awarded an extra merit increase (in addition to the standard merit increase) in order to validate the excellence of librarians ranked at Levels II and III and to give special significance to the extra merit increases.
5. **Response to Salary Determinations**

Librarians who wish to dispute the salary determinations made by the Dean may avail themselves of campus grievance procedures.

6. **Reporting**

The Dean will provide a report each year to the BLFC describing the disposition of the total salary money. This report should at a minimum include the number of librarians receiving a Level I, II, or III supervisory ranking and the number of librarians receiving extra merit increases. In addition, general trends or special circumstances impacting salary dispensation should be noted.