

## Salary Range Assignments for Administrators

The process used to assign new Administrator positions to a salary range and to review and, where appropriate, change the salary range assignment of existing positions when substantive changes in duties and responsibilities occur is described below:

### SUBMISSION PROCEDURE:

1. Complete and sign the position description and position analysis questionnaire.
2. Attach a complete organization chart. (Organizational charts must show individual positions, not functions.)
3. For filled positions, send a memo explaining the rationale for the request and the substantive changes in duties and responsibilities that warrant review of an existing salary range assignment. For new positions, submit the position description and position allocation questionnaire along with the PRF form.
4. Submit all documents to Human Resources.

### AFTER SUBMISSION ...

- Human Resources reviews the documentation for completeness. Complete documents require the signature of the appropriate Vice President or President.
- Human Resources drafts an explanatory memo to the Office of the Chancellor explaining the requested change and reason for the change. Human Resources may or may not make a recommendation regarding salary range.
- The Office of the Chancellor reviews the documentation and makes a determination of the appropriate salary range.
- The Office of the Chancellor notifies campus Human Resources of the salary range determination.
- Human Resources will notify the employee and supervisor of the determination made by the Office of the Chancellor.
- The determinations by the Office of the Chancellor are final and not subject to appeal.

### MORE ON SALARY DETERMINATIONS FOR EXCLUDED ADMINISTRATORS. . .

The Minnesota State Colleges and Universities system has been using external salary data to aid us in assigning administrator positions to a salary range since 2001. We use data from a nationwide salary survey to determine which of the fourteen salary ranges on our salary schedule is the most appropriate for positions occupied by our vice presidents of academic, administrative and student affairs, chief information officers, and others.

The use of external market data differs from a traditional job classification system in two primary ways. The first difference is that the focus of market-based salary setting is on broad comparisons with positions outside the System, not detailed comparisons with positions in the System. The second primary difference between making market-based salary range assignments and using a traditional classification system is that a market-based system gives an employer more control over how its salary ranges relate to actual salaries paid by other employers competing for the same talent pool.