I. Introduction

The General Assembly has completed the 2022 legislative session, and as a result, I can now provide guidelines for the compensation of faculty and staff members of the University System of Maryland (USM) in Fiscal Year 2023. The FY 2023 budget includes a provision for a 3.0% cost of living adjustment and a 2.5% merit increase. The General Assembly has placed no restrictions on the ability of institutions to provide for retention, equity and other necessary increases to faculty and staff during the coming fiscal year.

The following guidelines take effect July 1, 2022, and will continue through the fiscal year. They are intended to implement the State Budget requirements related to employee compensation applicable in FY 2023. Each President may establish institutional guidelines consistent with this document and related USM policies to ensure their appropriate administration on their campus and to address compensation processes, issues or collective bargaining requirements specific to their institution.

II. Scope

These guidelines apply to all USM Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee’s position. The only categories of compensated individuals exempted from these guidelines are adjunct faculty, graduate assistants, fellows, post-docs and student employees, unless otherwise noted.

Provisions of applicable collective bargaining agreements may supersede these guidelines for those employees covered by such agreements.

III. Guidelines

A. Merit Increases

The General Assembly has approved merit increases, including funding for state supported positions, for FY 2023. Merit increases will be effective July 1, 2022. FY 2023 merit increases will be based on the employee’s past performance during an evaluation period ending no later than July 1, 2022. Employees must receive at least a “Meets Standards”
rating (or its equivalent) to qualify for a merit increase. Each institution will develop a plan
to complete the performance evaluations upon which the merit increases will be based
and to notify employees of resulting increases.

1. Regular Nonexempt Staff: Consistent with USM Policy VII-9.20, Nonexempt staff who
are given an evaluation ranking of “Meets Standards” or better shall receive a merit
increase of 2.5%.

2. Regular Exempt Staff and Faculty: Merit increases for these employees shall reflect
their performance, consistent with the institution’s performance evaluation plan and
standards and any relevant collective bargaining agreement requirements. The FY
2023 state support budget includes funding for a 2.5% average merit pool for Exempt
Staff and Faculty employees.

3. Contingent I and II Exempt and Nonexempt Staff, Contractual (Adjunct) Faculty,
Graduate Assistants, Postdocs, and Fellows: Institutions may provide a merit increase
to these employees based on their performance during their most recent review
period and institution practices if funds are available.

According to USM policy, Nonexempt and Exempt Staff employees are eligible to receive a
merit increase up to the maximum of their respective pay ranges. In FY 2023, institutions
may continue to provide the applicable merit increase above the maximum of an
employee’s range in the form of a one-time payment that is not added to the employee’s
base salary.

B. Cost of Living Adjustment

A 3.0% cost of living adjustment shall be provided to all Regular USM Faculty and Staff.
Cost of living adjustments will be effective July 1, 2022. Institutions may provide a cost of
living adjustment to Contingent I and II Staff, Contractual (Adjunct) Faculty, Graduate
Assistants, Postdocs, and Fellows in accordance with institution policy and practice based
on available funds and in an amount determined by the institution.

Final application of the July 2022 COLA and merit increases for University of Maryland
Baltimore School of Medicine clinical faculty may be based on the availability of clinical
income, including contractual income, to support such payments.

C. Salary Structures

1. Exempt Staff Salary Structure: If the Board of Regents votes in June 2022 to adjust the
exempt salary structures for Fiscal Year 2023, employees whose pay falls below the
new minimum of each pay range will receive a pay increase to the new minimum of
the range.

2. Nonexempt Staff Salary Structures: If the Board of Regents votes in June 2022 to
adjust the nonexempt salary structure for Fiscal Year 2023, employees whose pay falls
below the new minimum of each pay range will receive a pay increase to the new
minimum of the range.

3. Any adjustment to the salary structures will be effective July 1, 2022.

D. Salary Adjustments to Address Compression Resulting from the January 2022 Adjustment
to Minimum Pay in the Nonexempt Salary Structure
If the Board of Regents votes in June 2022 to provide certain wage increases to address compression, such increases shall be effective July 1, 2022.

**E. Minimum Wage**

The minimum wage for Maryland workers will increase to $13.25 per hour effective January 1, 2023. The minimum for all pay ranges on the Nonexempt and Exempt Salary structures is $15.00 per hour. Other Types of Compensation Increases Not Restricted by the Guidelines.

**F. Other Types of Compensation Increases Not Restricted by the Guidelines**

The following types of compensation increases should be thoughtfully implemented only after full consideration of potential future budgetary restrictions, loss of revenue, and additional costs resulting from the COVID-19 pandemic:

1. Retention Increases (to be used judiciously when necessary to retain a difficult-to-replace employee).
2. Equity Increases (e.g., increases required to comply with federal and state equal opportunity employment laws and federal immigration laws).
3. Reclassifications.
4. Promotions.
5. Payment for Additional Duties (e.g., summer and winter term teaching, overload teaching, on-call or clinical coverage, and temporary service in an acting capacity).
6. Established Institution Awards (including Board of Regents awards for staff and faculty, and institution service awards).
7. Contract Renewal Increases.

An institution may award a non-cumulative cash bonus as described in BOR Policy VII-9.11, Policy on Pay Administration for Exempt Positions, Section III. K., and BOR Policy VII-9.20, Policy on Pay Administration for Regular Nonexempt Staff Employees, Section XVI. Your recommendations for bonus eligibility and the bonus pool amounts available at your institution should be sent to me for review and comment prior to any announcement to employees or the public.


Increases in non-salary taxable compensation (e.g., housing and car allowances, and deferred compensation contributions) must be authorized by the President and approved in advance by the Chancellor.

Note that USM approved programs, such as the Live Near your Work and the Childcare Grant Program, are exempted from this approval process.

10. Any other salary increase permitted by Board of Regents policy that is not prohibited by this memorandum.
G. Other Salary Adjustments.

Other compensation increases generally should not be made during the fiscal year.

IV. Required Reports

The following reports are required in FY 2023 and should be sent to HR Officer Tom Hoffacker in the USM Office no later than Friday, July 22, 2022, unless otherwise stated:

A. President’s Affirmation Letter.

Shall affirm that the compensation actions taken for FY 2023 are consistent with the guidelines established herein and affirms that contracts are handled appropriately as stated in USM Policy VII-10.0, Policy on Board of Regents Review of Certain Contracts and Employment Agreements.

B. Updated List of Institution Key Staff Employees.

This must include, at a minimum, institution officers, direct reports to the President, and individuals whose contracts or other compensation agreements fall under the USM Policy VII-10.0, Policy on Board of Regents Review of Certain Contracts and Employment Agreements and must contain compensation data for FY 2022 and FY 2023.


This must provide details of regular faculty and staff employee salary adjustments to base pay that result in a cumulative compensation increase of more than 15% during the period July 1, 2022, to June 30, 2023.

This report will be due on Friday, July 21, 2023. The report should exclude changes to FTE unless the change in pay is not in proportion to the change in FTE.

Suggested reporting formats for each of these reports, an affirmation letter template, and other guidance will be provided to each institution’s chief human resources officer. If you have any questions regarding these guidelines and reporting requirements, please contact Tom Hoffacker via email at thoffacker@usmd.edu. Thank you.

cc: Ellen Herbst  Carolyn Skolnik
    Vice Chancellors  Tom Hoffacker
    Vice Presidents for Administration and Finance  Lorri McMann
    Provosts and Chief Academic Affairs Officers  Colleen Auburger
    Systemwide Human Resources Committee (SHRC)
DATE: April 20, 2022

TO: Deans, Department Chairs, and Graduate Directors

THROUGH: Jennifer King Rice, Senior Vice President and Provost

FROM: Steve Fetter, Associate Provost and Dean

SUBJECT: Stipend Levels for Graduate Assistants and Fellows for FY 2023

Graduate Assistantship Stipends

Effective July 1, 2022, a 3% COLA will be added to all graduate assistant stipends. The campus will raise minimum stipends by an additional 6.1%, for a total increase of 9.3% above the previous levels set on January 2, 2022. Funding will be provided to units for both COLA and the additional increase in minimum stipends for GAs on State-supported accounts. Together with previous increases, minimum stipends will have increased by 26.4% over the Fall 2021 level and by 51.6% over the last four years.

A change in the step structure for graduate assistantships will become effective July 1, 2022. Units may, at their discretion, continue to provide step-II appointments to continuing master’s students who already hold a step-II appointment, but master’s students who currently hold step-I appointments should not be advanced to step II.

The new minimum stipends are given below. Please ensure that stipends in your unit comply with the following guidelines:

A. GAs should be placed in the appropriate step: step I for master’s students; step II for doctoral students not advanced to candidacy; step III for doctoral students advanced to candidacy.

B. The Graduate School sets minimum stipend levels for each step and appointment term (9, 9.5, and 12 months). Stipend levels have no caps at any step. The Graduate School encourages programs to offer stipends that substantially increase the likelihood of successful student recruitment and degree completion.

C. Teaching assistants must be offered 9.5- or 12-month assistantships, due to responsibilities before and after the last day of classes. Teaching assistants may not be offered 9-month assistantships.

D. All graduate assistants at a particular step and appointment term in a particular unit should receive the same stipend amount, regardless of their payment history or duties.

<table>
<thead>
<tr>
<th>FY2023 Minimum Graduate Assistant Stipends</th>
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<tbody>
<tr>
<td>9 months</td>
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<tr>
<td>---</td>
</tr>
<tr>
<td>Full</td>
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<tr>
<td>Step I</td>
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<td>Step II</td>
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<tr>
<td>Step III</td>
</tr>
</tbody>
</table>
Graduate Fellowship Stipends

A. The Graduate School sets minimum stipend levels for fellowships to qualify for tuition remission. For details, see: https://www.gradschool.umd.edu/funding/fellowship-information/tuition-award-fellows.

B. Fellowship stipend levels have no caps. The Graduate School encourages programs to offer fellowship stipends that substantially increase the likelihood of successful student recruitment and degree completion.

C. Guidelines for University and Dean’s Fellowship increments apply.

D. No work requirements can be attached to graduate fellowships.

FY2023 Minimum Stipends for Graduate Fellowships are as follows:

<table>
<thead>
<tr>
<th>9-month Fellowships</th>
<th>12-month Fellowships</th>
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<tbody>
<tr>
<td><strong>Full</strong></td>
<td><strong>Full</strong></td>
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<tr>
<td>$18,750</td>
<td>$25,000</td>
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<tr>
<td><strong>Half</strong></td>
<td><strong>Half</strong></td>
</tr>
<tr>
<td>$9,375</td>
<td>$12,500</td>
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</tbody>
</table>

International Students on Assistantships or Fellowships

International students offered 9- or 9.5-month assistantships or fellowships must show proof of private financial resources for the remainder of the year or must be provided additional support for that period. In either case, the total 12-month amount must equal or exceed the amount required by U.S. Citizenship and Immigration Services to obtain an immigration visa. For further information, contact International Student and Scholar Services (ISSS) at ext. 4-7740.

For further information regarding stipend guidelines, or other assistance, contact Patricia Woodwell, Director – Finance & Administration (x50814 / paw@umd.edu) or Barbara Rhine, Manager – Fellowships & Tuition Remission (x50371 / baf@umd.edu).