

Salary Increase for Faculty and Administrative Professional Employees

Effective October 1, 2026

Frequently Asked Questions

Updated: July 20, 2026

This document will be updated routinely to provide responses regarding the salary increases for Faculty and Administrative Professionals (AP) effective October 1, 2026. **All faculty increases will be based on the employee snapshot taken on September 4, 2026, and the AP Employee snapshot will be October 3, 2026.**

For represented faculty and staff, please refer to your current collective bargaining agreement, or, if negotiations are still in progress, to guidance and updates from your union representatives.

Quick links are provided below for the reader's ease.

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Section 1: Employee Eligibility

Who is eligible to receive the salary increase on October 1, 2026?

- Faculty Increase
 - The allocation available is 1.00% across the board.
 - Faculty on an appointment equal to or greater than 0.5 FTE and employed on or before December 31, 2025, are eligible.
 - Faculty with an annual review of satisfactory or higher. Faculty members with an annual review below satisfactory are ineligible. The following parameters will be utilized:
 - For recently appointed faculty members who do not yet have two annual review reports, the rating will be based on the single available annual review report.
 - For all other faculty members, the rating will be based on the last two annual review reports. The faculty member must have received a satisfactory or higher in both CY24 and CY25 to be eligible.
- Positions that have a faculty title code (e.g., Associate In), but do not participate in the annual review process, and otherwise meet the eligibility criteria, will receive the 1% across-the-board salary increase.
- Exceptions
 - No increase for faculty who are less than 0.5 FTE or hourly.
 - No increase for retire-rehires since their appointments are not eligible for salary increases.

- Administrative Professional (AP) Employees
 - 1.00% across the board increase
 - Exceptions
 - No increase for retire-rehires who are in AP positions and who are less than 0.5 FTE.
 - No increases for Administrative Professional employees hired after December 31, 2025.
 - Athletics Coaches on contracts are ineligible for increases at this time.

What if I have other eligibility-related questions?

- Please contact Human Resource Services at hrrs@wsu.edu.

Section 2: Timing Eligibility

Is an employee who was recently hired or promoted eligible for the salary increase?

- Yes, so long as the employee was hired prior to December 31, 2025, they are eligible for the salary increase process unless there has been specific documentation to the contrary. See other exceptions above.

If a civil service employee hired prior to December 31, 2025, transferred to an AP position after December 31, 2025, are they eligible for the increase?

- Yes, so long as the employee was hired prior to December 31, 2025, they are eligible for the salary increase process unless there has been specific documentation to the contrary. See other exceptions above.

What if a faculty member has submitted a resignation, retirement, or has been informed their position is ending after October 1, 2026?

- They are eligible. The department retains the funds associated with the increase.

Does professional leave affect eligibility?

- No. Increases are applied to the base salary (100% FTE) and pro-rated based on actual FTE.

Are employees who were not employed before December 31, 2025, in a faculty position and/or a non-hourly, non-temp position 0.5 FTE or greater eligible for the increase?

- No. To be eligible for the increase, employees must have been employed in a faculty position and/or a non-hourly, non-temp position at 0.5 FTE or greater on or before December 31, 2025.

If an employee is eligible for an increase but is on leave without pay, will the position receive the increase?

- Yes.

Section 3: Faculty Eligibility by Position

Are chairs, directors, assistant/associate deans, deans, vice provosts, and vice presidents eligible?

- Yes, if they meet all other eligibility requirements.

What if an employee has two positions that include both a faculty appointment and an AP position? How will they receive a salary increase?

- If you have an employee with two position numbers, please contact the Office of the Provost at julie.crea@wsu.edu.

Are postdoctoral faculty eligible for the merit-based salary increase?

- Yes. The language in their contract states they will receive the same increase as faculty.
- Affected job profiles:
 - 257-NY_FACULTY - Postdoctoral Teaching Associate
 - 306-YY_FACULTY - Postdoctoral Research Associate
 - 306-NY_FACULTY - Postdoctoral Research Associate

Are "Associate In" faculty eligible?

- Yes. They do not participate in the annual review process but will receive an automatic 1.00% increase if eligible according to the other criteria in the FAQ.
- Affected job profiles:
 - 321-YN_FACULTY - Associate in
 - 321-NN_FACULTY - Associate in

Are "Research Associate" faculty eligible?

- Yes. They do not participate in the annual review process but will receive an automatic 1.00% increase if eligible according to the other criteria in the FAQ.
- Affected job profiles:
 - 305-YN_FACULTY - Research Associate
 - 305-NN_FACULTY - Research Associate

For those receiving administrative stipends and other salary differentials, will those allocations be affected by the salary increases?

- Stipends and differentials stated in percentage terms will automatically increase as the base increases (the unit/area will be responsible for the increase). Stipends and differentials allocated as flat dollar amounts will remain unchanged.
- There may be a few exceptions related to funding for salary increases related to administrative stipends, such as if the stipend is within the faculty contract. Please submit a ticket to the Budget Office <https://jira.esg.wsu.edu/servicedesk/customer/portal/91/group/383>, and attach the faculty contract. The Budget Office will review and respond.

May the salary increase funding be allocated to a vacant faculty position?

- No.

Section 4: Faculty Eligibility by FTE

Are faculty with split appointments across departments eligible?

- Yes, if their total FTE exceeds 0.5. Eligibility is based on total FTE, not departmental split.

Are adjunct faculty with 0.5 FTE and above eligible?

- Yes, eligibility is based upon total FTE.

For adjunct or part-time faculty, how is FTE determined for eligibility?

- Eligibility is determined using the position FTE as of the faculty snapshot date, without regard to work period.

Section 5: Funding

How are the 1% central core fund allocations determined for faculty & AP?

- The central allocation to units covering core fund salary increases will be based on the approved FY27 Adaptive Planning Position Budget sheet and will be distributed at the CCH level.

How will funding be allocated?

- For AP employees, centrally provided core fund compensation will be allocated to units in the initial Workday budget load on July 31, 2026. Amounts will be prorated based on the October 1, 2026, start date.
- For faculty, the centrally provided core fund compensation funded will be allocated via budget amendments in Workday. Budget amendments will be initiated between October 19 and November 30, 2026, and will be prorated for an October 1, 2026, start date.
- Core funds include FD001-General Fund, FD076-Indirect Cost Recovery, and FD080-Administrative Fees and Interest. Areas are responsible for covering the cost of increases for eligible employees paid on all other funds.

Who do I contact if there is a discrepancy in the funding provided?

- The data is from Workday for employee information and Adaptive Planning for the budget. If there is a discrepancy with the data, contact the Budget Office (<https://jira.esg.wsu.edu/servicedesk/customer/portal/91/group/383>) and the Office of the Provost (julie.crea@wsu.edu).

Will faculty and AP employees on grants and contracts, and other temporary faculty, be subject to the same eligibility criteria as core-funded, permanent faculty? Are the increases mandatory?

- Yes, these employees will be subject to the same eligibility criteria, and the salary increases are mandatory. It is the responsibility of the unit or college to determine the appropriate funding source.

If a faculty member is eligible for the increase but is temporarily assigned to a grant or contract (special projects), will the permanent core-funded position being held for the individual receive the increase?

- Central funding follows the approved FY27 position budget, not the employee's temporary assignment. If the position is budgeted on core funds in Adaptive Planning, the unit will receive central funding for the salary increase. If the position is budgeted on non-core funds, including grants and contracts, the unit will not receive central funding and will be responsible for funding the increase.

Who pays for the increases for employees appointed to non-core funded positions?

- Areas are responsible for covering the cost of increases for eligible employees paid on non-core funds.

If a faculty member who was employed on December 31, 2025, and is eligible for the October 1, 2026, salary increase, resigns after the employee snapshot date but before October 1, 2026, what happens to the increase funds?

- The funds will be distributed based upon the approved Adaptive position budget for FY27 and eligibility by the snapshot date.

If a temporary faculty member who is appointed to a permanent core-funded position receives an increase, will the allocation for the position be increased?

- Yes. When an area allocates an increase from its pool to a temporary faculty member in a permanent position, the allocation for the position is increased.

Section 6: Timeline

July 22, 2026: FAQs and process details for faculty and administrative professional salary increases released to academic leaders and area finance officers (AFO).

What is the timeline for **faculty merit-based salary increases**?

- August 3, 2026: FAO meeting, Q & A opportunity.
- August 28, 2026: All faculty appointment actions must be initiated and fully approved by this date. This includes new appointments and renewals. This is a required expectation for all colleges and departments and is critical to ensure all eligible faculty are included in the faculty merit process.
 - Faculty who are not entered into the system by this deadline will NOT be included in the merit process. If an exception is warranted due to extenuating circumstances, a separate JIRA ticket must be submitted for each individual through the Workday Support Desk: <https://jira.esg.wsu.edu/servicedesk/customer/portal/91>. Please note that, due to timing constraints, inclusion in the merit process cannot be guaranteed and any approved exceptions may need to be processed through an alternate method.
- September 4, 2026: For Faculty only, the 1% increase will route through a merit business process in Workday. The data for the salary increase process, filtered by FTE and hire date eligibility, will be provided to colleges and units along with the related information through this Workday Merit business process. Note: There will be no changes to the AP process from previous years.
 - Colleges will first review the faculty listed within the system and ensure all eligible faculty are included as expected.
 - Colleges must then coordinate with the respective campus leadership and departments/schools based on the annual review criteria, as this system process will route only through the respective colleges and the Office of the Provost in Workday.
- Two Zoom sessions will be offered to assist AFOs with the new Workday process and to address questions related to the FAQs and employee eligibility:
 - September 8, 2026, 2 pm – 3 pm - [Zoom Link](#)
 - September 11, 2026, 2 pm – 3 pm - [Zoom Link](#)
- September 4 – September 22, 2026: AFOs will determine their college-specific process for reviewing eligibility based on the faculty review criteria and will confirm the initial eligibility list populated in Workday and related information. Deans and VCAs will confer regarding the analysis for faculty located on campuses different from the department or school home.

- By September 22, 2026: Colleges will submit the increase requests through the new Workday process, which will then route to the Office of the Provost.
- By September 29, 2026: The Office of the Provost will review and approve all increase requests and/or will respond to colleges with any questions before this date.
- September 30 – October 6, 2026: HRS will finalize.
- October 7, 2026 – October 14, 2026: Salary adjustments are applied in Workday with an October 1, 2026, effective date.
- October 15 – October 19, 2026: Colleges and units will verify the salary increases in Workday.
- October 19-November 30, 2026: The Budget Office will distribute funds due to each unit for FY27, based on the prorated MSI start date of October 1, 2026.
- October 19-November 30, 2026: The Budget Office will increase areas' baselines for the full, 12-month calculated amount.

Section 7: Processing in Workday

Salary increases will be processed centrally. Employee compensation will reflect the increase in Workday no later than October 14, 2026, and will be paid on the October 26, 2026, paycheck.

If a faculty or AP employee has a Job Change (FTE, Term, Title change) effective October 1, 2026, how should it be processed?

- The department should process the job change before the salary increase is processed. If the job change is entered and approved by October 2, 2026, the employee will receive the salary increase to their base rate as part of the central processing. If the job change is not processed by October 2, 2026, the department must submit after the [blackout period](#) and ensure the compensation reflects the appropriate increase.

How will employees be notified?

- Employees may view their Compensation and Pay Change History on their Workday profile after October 14, 2026.

When may I notify faculty of their increase?

- Please wait until the final increases have been uploaded to Workday and verified by your college or unit. If you choose to notify a faculty member before that time, reference only the percentage increase, not the final salary amount, as rounding may affect the final figures.

Does the new Workday process automatically change or update the costing allocation for the position?

- No, the new Workday process does not. Any costing allocation adjustments will need to be initiated separately.

What if I have questions?

- Regarding eligibility and processing may be directed to Human Resource Services at hrrs@wsu.edu or 509-335-4521.
- Regarding budget and funding may be directed to the Budget Office at <https://jira.esg.w3su.edu/servicedesk/customer/portal/91/group/383>.
- Regarding faculty-specific scenarios may be directed to the Provost's Office at julie.crea@wsu.edu.