



On November 8, 2021, I introduced the *Faculty and Staff Compensation and Classification Study* (please see previous communication attached) project that was initiated to help guide ASU towards a compensation plan that reflects the current market environment.

The goal of this project is to develop an equitable classification and compensation plan while also reviewing the classification and compensation of our faculty and staff. This review is intended to advance the pay and classification plans for our institution which will result in a comprehensive study based on selected market data. In the end, we will create an institutional value proposition intended to attract, recruit, and retain talent.

The five-phase process began in August 2021 and is scheduled to conclude in August 2022. The phases have some interdependencies and run a parallel path on timing. Below is an outline of the five phases, the progress that has been made to date, and the immediate next steps.

- Phase 1 - Project Kickoff and Discovery – August 2021 – February 2022
 - Interview/Focus Group Sessions - **Completed**
 - Provide a campus update from the interview/focus group sessions – February 2022
- Phase 2 – Information Gathering & Review – November 2021 – March 2022
 - ASU provided baseline information to Segal including existing job classifications and descriptions - **Completed**
 - Position Description Questionnaires (PDQ) will be sent out to all staff employees – February 2022
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- Phase 3 – Develop Compensation Market Assessment – December 2021 – June 2022
- Phase 4 – Develop Salary Structures – May 2022 - August 2022
- Phase 5 – ASU evaluates recommendations and findings from Segal and develops an implementation plan – July 2022 – August 2022

Since my last communication, the project team has been working diligently with Segal. A critical part of the information-gathering process is transparency and engaging faculty and staff. This will happen in multiple ways including the distribution of the Position Description Questionnaire (PDQ), engaging focus groups, and through the data gathering process of existing information. An essential part of the process is the collection of data regarding your job responsibilities to include the key roles you perform throughout your workday.

On February 7, 2022, staff members will be asked to participate in a questionnaire about their current job responsibilities. You will receive detailed instructions about the PDQ process on February 3. Faculty classifications and ranks have long been determined by the faculty and faculty administration. Therefore, we will not ask faculty to complete the questionnaire at this particulate step in the process, unless you are a supervisor of staff. If you are interested in reviewing faculty levels and rank at ASU, please see the [faculty handbook](#).

The Compensation Advisory Committee, as outlined in the initial announcement, is responsible for providing guidance, support, and feedback into the compensation development process. In addition to the Committee, focus groups that represented a cross-section of faculty and staff were asked to provide insight into perceptions of the institution's compensation programs. A high-level readout of the feedback from these focus groups will be shared with you later this month.

Thank you for your participation in this important initiative. For further information, a website will be available this month that includes communications and updates.