



Berklee Faculty Union
Local #4412 AFT Massachusetts, AFT, AFL-CIO
www.berkleefacultyunion.org

GUIDE TO WAGE RENEGOTIATION

Wage renegotiation is a Union-bargained benefit available to all faculty at Berklee College of Music and Boston Conservatory at Berklee. The Berklee Faculty Union has created and published this guide for those considering an application.

Any faculty member may submit, once every three years, an application for wage renegotiation. The relevant clause of the *Faculty Agreement* appears below. On the following pages, the application process is detailed (p. 2), a model application letter is provided and described (pp. 3–4), resources for understanding your current wage are discussed (pp. 5–6), statistics concerning recent applications for wage consideration are provided (p. 7), and frequently asked questions are answered (p. 8).

For further questions, guidance, and strategy, do not hesitate to be in touch with a representative of the Berklee Faculty Union or Office Manager Vanessa Morris (vmorris@berklee.edu).

Faculty Agreement, Article 9.B (p. 6)

Upon the written request of a part-time or full-time faculty member submitted to the Senior Vice President for Academic Affairs on or before March 15, the Senior Vice President for Academic Affairs or designee shall meet with the faculty member to discuss a wage increase higher than the wage called for under this Agreement. If the Senior Vice President for Academic Affairs in their discretion decides to grant a wage increase higher than the wage increase called for under this Agreement, it will be effective as of the next academic year. The faculty member will be notified in writing on or before May 1 whether they have been granted a wage increase and of the amount of the wage increase if any. No part-time or full-time faculty member may request such an increase more than once in a three (3) year period of consecutive employment as a part-time or full-time faculty member, except upon being promoted. In the case of promotion, a written request to the Senior Vice President for Academic Affairs may be submitted not later than fifteen (15) calendar days after notification of promotion.

THE APPLICATION PROCESS

before March 15

Consider reviewing your application with your chair, to solicit informal feedback and support.
Consider reviewing your application with a Union representative.

by March 15

Submit application via Workday:

1. Type "Create Request" into the search bar,
2. Select "Create Request,"
3. Click the drop-down menu,
4. Select "All,"
5. Select "Wage Renegotiation,"
6. Click "Okay."

between March 15 and May 1

Patience. Typically, decisions are made without a meeting between faculty and administration, although you are entitled to request a meeting.

after May 1

Consider follow-up email to Provost (e.g., "I'm hoping my request has been considered.").

THE APPLICATION

The process and timing of wage renegotiation are clearly stated in the *Faculty Agreement*; however, there is no formal application document. A short letter – in which the applicant states the merits of their application – is sufficient.

Regardless of form or length, successful applications typically articulate the ways in which a faculty member meets and exceeds the expectations of faculty articulated in the *Faculty Agreement*. The sample letter on the following page was recently submitted by Union officer, and it resulted in a successful outcome. Setting aside its specifics, which will be different for each faculty member, consider adopting (or adapting) the format and organization of the letter.

More specifically, consider including a heading, introduction, brief paragraph on teaching activity, brief paragraph on service to the College, brief paragraph on service to the profession, brief paragraph on your individual salary circumstances, conclusion, and closing. (The highlighting here corresponds with the sample letter on the following page.) Also keep in mind, not all faculty are expected to make contributions in all areas – as an example, there are no Service to the Profession expectations of Instructors and Assistant Professors – and so these sections might be excluded from the application.

HEADING

Faculty Member
Associate Professor of Music
Film Scoring Department
Boston Conservatory at Berklee

March 8, 2021

Lawrence J. Simpson, Ph.D.
Senior Vice President for Academic Affairs
Berklee College of Music

Dear Dr. Larry Simpson:

INTRO.

I am writing – in accordance with Article 9 of the Faculty Contract Agreement – to request wage renegotiation for the 2021–22 academic year. I am confident my combination of teaching excellence, department and division contributions, and professional activity merits an increase beyond the annual faculty-wide 2.5% raise. In light of this activity paired with my comparatively low salary standing within my faculty rank, I feel an increase of \$4,000 is fair and appropriate.

TEACHING

Empirical and testimonial evidence confirm excellence in the classroom. By statistical measures, students routinely rate my courses and instruction above college, school, and division averages. Course evaluations of Fall 2021 provide the most recent illustration, while those of earlier semesters serve as confirmation. Further, course evaluations consistently brim with effervescent praise, and these are undergirded by more discriminating evaluations, including (as just one example) an extended, 200-word commentary in which the student concluded, “All in all a fantastic learning experience.”

COLLEGE SERVICE

Turning to contributions as a colleague – and in addition to my regular service duties – I spearheaded efforts in Spring 2021 to revise, streamline, and standardize the process by which graduate students in music prepare written material for oral comprehensive exams. This year, I am leading a more ambitious project to replace an out-of-print textbook with an internally-authored guide to writing about music, designed specifically for the needs and curriculum of all students in the Conservatory’s Music Division.

PROFESS. SERVICE

As a music historian, I routinely write and speak on classical music in public venues, such as Rockport Chamber Music Festival, Music at Marsh Chapel, and New England Classical Singers. I continue to attend and present at academic conferences and publish research on topics in 18th-century classical music. I also share this research within the Berklee community, as evidenced by my presentation – at BTOT, last month – on listening to the music of Mozart in the age of #MeToo.

SALARY

It is also worthwhile to observe my current salary standing: Among well over one hundred Associate Professors at the College and Conservatory, my current salary ranks second to last, even as my standing measured by years in rank situates me considerably higher.

CONC.

In conclusion, I believe this record of activity and achievement warrants a higher salary. As noted above, I am requesting an increase of \$4,000 for 2021–22. I appreciate your willingness to consider this application, and if desired, I would be glad to discuss it further.

CLOSING

Sincerely,
Faculty Member

RESOURCES FOR UNDERSTANDING YOUR WAGE

As you consider wage renegotiation, it will be helpful to understand your current wage, especially how it intersects with the wages of your colleagues. The Union publishes several wage reports, and these are available in the Documents section of its website ([link](#)). The Union also provides individualized reports, which provide faculty with a detailed picture of how their wage and years of service relate to their colleagues. A sample report appears on the following page. You may decide to include some of this information in the wage renegotiation application, although it is not required and doing so does not appear to increase the likelihood of a successful application.

A wage report for Faculty Member

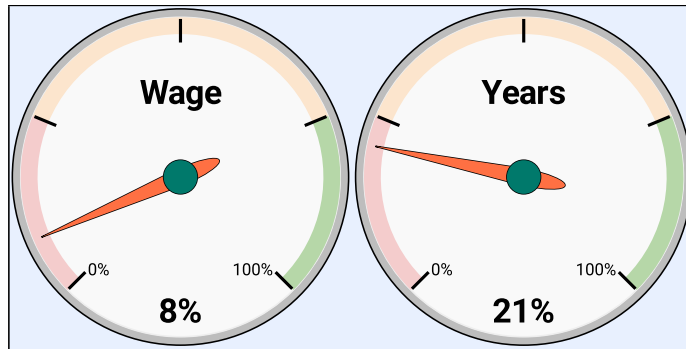
LAST	Member	
FIRST	Faculty	
DEPT	Home Department	
STATUS	FT	FT = full time
YEARS	8	PT = part time
RANK	Associate Professor	
WAGE	\$65,745.03	

In addition to this report, you might also consult the Union's "Guide to Wage Renegotiation" <https://www.berkleefacultyunion.org/s/Guide-to-Wage-Rengotiation.pdf> as well as the faculty wage reports published on the Documents page of the Union website <https://www.berkleefacultyunion.org/documents>

Statistics based on your WAGE (\$65,745):

- Among FT Associate Professors ... your WAGE ranks 90 out of 101, and \$15,320 below the average for this group.
- Among FT faculty in your department ... your WAGE ranks 8 out of 11, and \$7,692 below the average for this group.
- Among FT faculty hired in the same year ... your WAGE ranks 5 out of 7, and \$9,551 below the average for this group.

Your WAGE and YEARS OF SERVICE compared to all FT faculty members:



SUMMARY:

The Wage percentile indicates that your WAGE exceeds the wage earned by 8% of FT faculty at Berklee. The Years percentile indicates that your YEARS OF SERVICE exceed those of 21% of FT faculty at Berklee. If your Wage percentile is lower than your Years percentile, your wage may be low with respect to your years of service.

A WORD ON AWARDS

It is important to understand the administration does not view wage renegotiation as a mechanism for significant short-term wage adjustment. In the past 3-5 years, awards have rarely exceeded \$1,000 per year for full-time faculty and \$1–2 per hour for part-time faculty. Nevertheless, wage renegotiation remains a worthwhile pursuit, because even modest increases compounded over time will make a significant impact.

FREQUENTLY ASKED QUESTIONS

When is the wage renegotiation application due?

March 15.

What is the procedure?

There is no formal application document. Submit, by March 15, a letter of application via Workday.

When will I actually negotiate for a higher wage?

The process does not typically include a face-to-face meeting, although you can request one. Administration considers applications submitted by March 15, reaches a decision, and notifies the applicant of the outcome by May 1.

If I'm unsatisfied with the outcome, can I appeal or grieve the decision?

No.

When will my "new" wage go into effect?

At the start of the next academic year.

How significant an increase can I expect from this process?

Typically, full-time faculty receive roughly \$1,000/year, and part-time faculty receive \$1–\$2/hour.

Can I apply for wage renegotiation if I recently received a promotion?

You can apply for wage renegotiation in the third year after your promotion took effect. In this way, the "new" wage would go into effect exactly three years after the promotion took effect.

Can I apply for wage renegotiation if I plan to apply for promotion?

Yes. A particularly effective strategy is to coordinate applications. It's possible you could have two opportunities to renegotiate your wage – effectively sidestepping the three-year waiting period – if you were to apply for wage renegotiation a year or two before applying for promotion.

If my application is denied, when can I re-apply?

In 3 years.

Should I request a specific wage increase in my application?

Some applicants do, some don't. This does not appear to affect the outcome of the application or the renegotiated wage.

I am not required to perform Service to the College (or Service to the Profession, etc.), should I include this activity in my application?

It can't hurt, and it may be looked upon favorably.

Should someone review my application before I submit it?

Yes. Consider soliciting informal feedback and support from your department chair. Also, consider meeting with a Union representative, who can offer experience, best practices, and application strategy.