

Pursuant to TBR Guideline P-043, institutional and Central Office compensation plans must be approved by the Board of Regents prior to implementation. To assist with consistency of the data contained within the plans submitted for approval, the following outline is provided as a resource. It is not an all-inclusive list.

Compensation Plan Outline

- I. Background**
 - a. Brief historical perspective of the compensation plan**
 - b. Date last reviewed**
 - c. By whom was it reviewed (internal committee, or external consultant)**
 - d. Etc.**
- II. Scope**
 - a. Statement about the compensation philosophy/strategy**
 - b. Participants on compensation review committee**
 - c. Scope of project (which employee classifications were reviewed)**
 - d. Resources utilized in review and proposal of plan (Submit resources for comment to the TBR HR Central Office prior to completion, in case other resources are recommended.)**
- III. Summary of Results**
 - a. Review of current plan**
 - b. Gaps or concerns**
 - c. Conclusions**
- IV. Details**
 - a. Provide the details of the areas reviewed; the analysis and recommendation**
 - b. Include pay ranges, distance between ranges, years expected to go from minimum of a range to the midpoint**
 - c. Method of how the current employees will be placed in new ranges**
 - d. Any exceptions**
- V. Any additional information or other components of the compensation plan**