

[As communicated earlier this month](#), the college is conducting an administrative and staff salary study to ensure Dickinson is competitive with its peers and provides an equitable pay structure across all divisions. It is important to repeat that **individual salaries will not be reduced as a result of this study**. We are seeking to develop a transparent salary scale to guide decisions on hiring and promotions.

The initial phase of this engagement is the review of all administrative (exempt) positions at the college. Having position descriptions that accurately reflect current responsibilities and qualifications and are consistent across all divisions is an essential first step.

Below is a link that will provide you access to a position description questionnaire (PDQ). Please give considerable thought to your position and complete the online form in its entirety. It is recommended that you have your current job description during this process. Your supervisor will receive an email upon completion. Once approved by the supervisor, the PDQ will then be provided to the project team (Sibson and Human Resource Services) for analysis.

Follow this link to the PDQ:
PERSONAL LINK

You can also access the [video](#) and [presentation](#) from a recent PDQ training session. For supplemental materials, please refer to [supplemental materials page](#).

We ask that you complete the PDQ for supervisor review **by Thursday, April 9th**.

If you have any questions, please contact pdq@dickinson.edu or 245-1503.

Sincerely,
Steve Riccio
Associate Vice President
Human Resource Services