



APPROVALS REQUESTED FOR (check all that apply):

- ☐ Retention (see page 2 of this form for requirements)
- ☐ Equity
- ☐ Overall Increase of Greater Than 15%

Name \_\_\_\_\_

UID

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Title	
<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> Tenured/Tenure-Track <input type="checkbox"/> Non-Tenured Faculty	
<input type="checkbox"/> Librarians <input type="checkbox"/> Instructors/Lecturers with Job Security	
Dept./Unit	Director's/Chair's Endorsement

Current Year Annual Salary @ 6/30					\$
Increase	COLA	Merit	Retention	Equity Adjustment	Total Salary Adjustments
Dollar	\$	\$	\$	\$	\$
% Increase					
Next Year Proposed Salary					\$

JUSTIFICATION:

Dean's/Director's  
Endorsement

Date

Vice President's  
Recommendation

Date

Assistant Vice President's,  
University Human Resources  
Recommendation

Date

President's Approval

Date

Please provide signed copies to: 1) Budget & Fiscal Analysis and 2) University Human Resources



### Faculty Retention

Assume that to support a faculty retention adjustment, the institution must have one of the following:

- A written offer to the Faculty member from another institution;
- Written evidence, including e-mail or other correspondence, that the Faculty employee is being recruited by another institution, or a search firm for an institution, at a compensation level likely to exceed the Faculty employee's current compensation;
- Documentation that the department has experienced retention problems in recent years that likely will result in the loss of a valuable Faculty employee if a retention adjustment is not made; or
- Other strong evidence that the institution is at imminent risk of losing a Faculty employee in the absence of a retention adjustment.

### Staff Retention

Assume that to support a staff retention adjustment, the institution must have one of the following:

- The staff person must have a **written offer of employment** from an external employer, or the department head must attest to having reasonable certainty that the **staff person is being actively recruited and preemptive action is necessary in order to avert the employee's imminent departure.**
- The staff person and/or position must be deemed "operationally critical," defined as:
  - having specialized and/or unique skills or experience that cannot be replicated without hiring a replacement at a higher salary (i.e., greater than the target hiring range); or
  - the vacating of the position would cause significant disruption to the critical operations of the unit, or cause a loss of federal or other external funds, or compromise the institution's ability to compete for sponsored research grants or contracts; or
  - the position has experienced demonstrable retention challenges in recent years.
- The retention offer may be an amount up to the external job offer, or, if pre-emptive, the retention is limited to 12% of the employee's current base salary.