

Use this form to submit a request for a market adjustment of salary—probationary and tenured faculty only.

Unit 3 CBA Article 31.25: The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Such increases shall not be bound by the eight (8) service increases referenced in provision 31.18. Applications for market adjustments shall be submitted by the faculty member to the department chair, with a copy to the President or designee, on forms provided by the President or designee. Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a bona fide offer of employment from another college or University. Applications shall be reviewed separately by a department committee of tenured faculty and the department chair, with the department chair forwarding both recommendations to the President or designee. The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.

FACULTY REQUESTOR			
Last Name _____	First Name _____	MI _____	Employee ID _____
Rank _____	Department _____	College _____	
Increase Requested (%): _____	Signature _____	Date _____	
Faculty member's reasons (attach documentation or bona fide offer letter to form):			
DEPARTMENT		DEPARTMENT COMMITTEE	
Chair/Director Do not Recommend _____ Recommend _____		Do not Recommend _____ Recommend _____ (report vote)	
Comments (character limit: 100) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Comments (character limit: 100) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Signature _____ Date _____		Signature _____ Date _____ <i>Committee Chair signs for committee.</i>	
DEAN			
Do not recommend _____		Recommend _____ / Percent (%) Increase: _____	
Comments: (character limit: 220) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Signature: _____		Date: _____	
UNIVERSITY PERSONNEL - FACULTY AFFAIRS			
Do not recommend _____		Recommend _____ / Percent (%) Increase: _____	
Comments: (character limit: 220) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Signature: _____		Date: _____	
PROVOST			
Do not recommend _____		Recommend _____ / Percent (%) Increase: _____	
Comments: (character limit: 220) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Signature: _____		Date: _____	
PRESIDENT			
DECISION: Do Not Award _____		Award _____ / Percent (%) Increase: _____	
Comments: (character limit: 220) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Signature: _____		Date: _____	