

Name of Process:	Faculty Special Salary Increase Review and Approval		
Created By:	Office of the Provost	Last Updated By:	K. Sanford
Date Created:	3/6/2023	Last Revision Date:	3/8/24
Process Purpose:	The purpose of the Faculty Special Salary Review and Approval is to consider requests for faculty compensation reviews in a manner that is consistent with expectations of the collective bargaining agreement and responsive to college needs.		
Process Definitions:	n/a		

1. Dean submits a request for a special salary increase review via the Google form on the Office of the Provost website.
 - a. Request must include a justification for the increase based upon one of the 4 categories articulated in the CBA: market, equity, retention, or extraordinary achievement. If the justification is for retention, some evidence of recruitment must be provided.
 - b. The request must also include a full list of all departmental faculty with salaries.
2. The provost approves all special salary increases. Upon receipt of the request, the provost may consult with the vice provost for faculty affairs, senior assistant vice president for academic budgets, and/or human resources.
3. Approval is communicated to the college via email.
4. Office of the Provost and Human Resources recommends that when making a retention offer to a faculty member, the letter not state an expectation about remaining at the University and off the job market for a given number of years.