



APPLICATION FOR MARKET SALARY INCREASE

Academic Year _____

Name: _____

Department/Unit: _____

Date of Application: _____

Address to which the Provost’s letter should be mailed:

In three (3) or fewer attached typed pages, provide support for the request that a market-based salary increase be granted. Attach documentation supporting the market-based salary lag or a bona-fide offer of employment from another college or university.

Signature of Applicant Date

Application and Review Process:

1. Forward this application to your Department Chair or Program Director with a copy to the Provost and Vice President for Academic Affairs.
2. The application must be reviewed separately by (1) your Department Chair or Program Director and (2) a Department Peer Review Committee comprised of tenured faculty members.
3. The Department Chair forwards his or her recommendation and that of the Department Review Committee to the Provost and Vice President for Academic Affairs.
4. The Provost and Vice President for Academic Affairs notifies the applicant of the decision to award or not award an exceptional market salary adjustment and, if awarded, the amount thereof and effective date.