

UW-GREEN BAY FACULTY REQUEST FOR BASE SALARY INCREASE

FACULTY NAME: _____ DATE: _____

BUDGET UNIT: _____ CHAIR: _____

CURRENT RANK: _____ YEARS IN RANK: _____ CURRENT SALARY: _____

Select the appropriate category. Attach appropriate documentation as described in the *Compensation Process Guidelines for Career Progressions, Title Changes, and Base Rate Adjustments* document.

- Outside Offer** - This adjustment reflects a salary increase necessary to retain a faculty member who has received an outside offer of employment, *with comparable duties and responsibilities*, at a salary higher than his/her existing rate. The position offered must be from a college or university outside the UW System.
- Retention** - This adjustment may be used when a salary increase is necessary to retain a faculty member who has not received an outside offer, but significant evidence of a serious retention problem exists, such as a recent pattern of faculty in the same unit leaving the University to take other faculty positions *with comparable duties and responsibilities* at higher levels of pay or that others in the same unit have received outside offers. The faculty member's performance must be taken into account.
- Competitive** - The adjustment reflects a salary increase necessary for a faculty member when there is no outside offer or a specific example of current retention problems but there is evidence of a potential retention problem. Performance of the faculty member must be taken into account.
- Equity Adjustment** - Salary adjustments to recognize salary inequities caused by internal factors. Comparisons with other UW-Green Bay faculty at a comparable rank and/or other budget units and the faculty member's merit score history should also be considered. The inequity should have occurred through no fault of the department or individual.

If request is initiated by the faculty member, please sign below, otherwise leave blank.

FACULTY SIGNATURE: _____ DATE: _____

Each individual listed below shall indicate their approval by signing on the appropriate line. If approval is not recommended, attach a statement detailing rationale. Forward to next person listed.

PROPOSED BASE ADJUSTMENT: \$ _____ PROPOSED NEW SALARY: \$ _____
(Increase does not include merit increases as provided with the compensation plan.)

PROPOSED SOURCE OF FUNDS: _____

BUDGET UNIT CHAIR: _____ DATE: _____

DEAN: _____ DATE: _____

PROVOST: _____ DATE: _____

Final Action:

APPROVAL: YES NO ACTUAL BASE ADJUSTMENT: \$ _____

PROVOST SIGNATURE: _____ DATE: _____