

## APPLICATION FOR MARKET SALARY INCREASE

Before completing this application, please review the Market Salary Increase Guidelines located on the CSUMB Academic Personnel Website [<https://csumb.edu/hr/faculty-salary/>].

**SECTION I: FACULTY APPLICANT INFORMATION**

PLEASE SUBMIT THIS APPLICATION AND ALL ATTACHMENTS TO YOUR DEPARTMENT CHAIR AND SEND A COPY TO THE PROVOST (PROVOST@CSUMB.EDU).

Name \_\_\_\_\_ Initial Year of Appointment \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Current Rank \_\_\_\_\_  Tenured  Tenure-Track

Requested Annual Salary\* \_\_\_\_\_ Current Annual Salary *(not required)* \_\_\_\_\_

Justification: Attach reasons and appropriate documentation for the Market Salary Increase request to this application. If the request is linked to an offer of employment, include a copy of the offer with this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II: RECOMMENDATION OF DEPARTMENT COMMITTEE\*\***

Market Salary Increase Recommended

Recommended Annual Salary \_\_\_\_\_ Recommended Percent Increase \_\_\_\_\_

Market Salary Increase **NOT** Recommended

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE ATTACH COMMITTEE RECOMMENDATION LETTER AND FORWARD TO DEPARTMENT CHAIR.

**SECTION III: RECOMMENDATION OF DEPARTMENT CHAIR**

Market Salary Increase Recommended

Recommended Annual Salary \_\_\_\_\_ Recommended Percent Increase \_\_\_\_\_

Market Salary Increase **NOT** Recommended

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

PLEASE ATTACH DEPARTMENT CHAIR RECOMMENDATION LETTER AND FORWARD TO DEAN.

**SECTION IV: RECOMMENDATION OF DEAN**

PLEASE ATTACH DEAN RECOMMENDATION LETTER AND SUBMIT ALL DOCUMENTS TO  
ACADEMIC\_PERSONNEL@CSUMB.EDU.

- ORIGINAL APPLICATION/DOCUMENTATION
- RECOMMENDATION/LETTER FROM THE COMMITTEE
- RECOMMENDATION/LETTER FROM THE CHAIR
- RECOMMENDATION LETTER FROM THE COLLEGE DEAN

\*The proposed new salary may not exceed the respective range maximums for the rank.

\*\* The faculty member applying cannot serve on the Committee. If the faculty member is the Department Chair, the Chair level of review is waived

NOTE: The decision to grant or deny a Market Salary Increase and the percentage to be granted are not subject to the grievance procedure.