

## 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. When notified that an application is being submitted, Academic Personnel will provide to the department chair, salary data for Tenured and Tenure-Track faculty in the applicant's department.

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