

MARKET SALARY INCREASE GUIDELINES

Introduction

The current Unit 3, Faculty, Collective Bargaining Agreement, states:

Increases for Market

31.25 The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Such increases shall not be bound by the eight (8) service increases referenced in provision 31.18. Applications for market adjustments shall be submitted by the faculty member to the department chair, with a copy to the President or designee, on forms provided by the President or designee. Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a bona fide offer of employment from another college or University. Applications shall be reviewed separately by a department committee of tenured faculty and the department chair, with the department chair forwarding both recommendations to the President or designee. The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.

Guidelines for Application

1. [Market Salary Increase Application](#) form and attachments must be submitted by the faculty member to the Department Chair (or equivalent), with a copy sent to the Provost as the President's designee.
2. The application should state the reasons supporting the request including documentation. It is recommended that supporting documentation not exceed three (3) pages.
3. **It is not required for the applicant to provide documentation regarding campus salary data at the time of application. Classification and Compensation will provide this level of analysis to the Provost.**
4. The Chair will arrange for the application and documentation to be reviewed separately by a Department Committee of tenured faculty and the Department Chair. The recommended size of the committee is at least three (3) tenured faculty. If a department does not have three (3) tenured faculty, the committee will be tenured faculty from the College. The names of the tenured faculty comprising the Committee must be indicated on the Department Committee's letter. The Department Chair will

receive salary data for Tenured and Tenure Track faculty in the applicant's department when Academic Personnel is notified that an application has been submitted for review.

5. The faculty member applying cannot serve on the Committee. If the faculty member is the Department Chair, the Chair level of review is waived.
6. The application/documentation and separate letters from the Department Committee and Chair with recommendations to grant or not grant the increase are sent to the College Dean.
7. The College Dean will make a recommendation and send the items listed below to Academic Personnel. All of the items are required at the time of submission.
 - Original application/documentation
 - Recommendation/letter from the Committee
 - Recommendation/letter from the Chair
 - Recommendation letter from the College Dean
8. Academic Personnel will provide all materials to Classification and Compensation. Classification and Compensation will provide the salary data and all supporting materials to the Provost.
9. The Provost will review all materials and notify the applicant of the final decision.
- 10. The Provost's decision to grant or deny a Market Salary Increase as well as the percentage of increase granted, if any, is not subject to the grievance procedure.**
11. Normally, only one Market Salary Increase will be granted in an academic year. If a Market Salary Increase is denied, the applicant should wait a minimum of one year before re-applying.