

APPLICATION FOR MARKET SALARY INCREASE (MSI) GUIDELINE

Before completing the application, carefully read Article 31.25 – 31.26 of the current Unit 3 (Faculty) Collective Bargaining Agreement.

1. A faculty unit employee requesting a Market Salary Increase (MSI) must include the following information with their application:
 - a. Documentation supporting the market-based lag, or
 - b. A bonafide offer of employment from another College or University.
2. The faculty unit employee shall submit the original application and supplemental documentation to their Department Chair/ Program Coordinator to begin processing.
3. The faculty unit employee must also submit a copy of the original application, and supplemental documentation to the Office of Faculty Affairs & Development.
4. The Office of Faculty Affairs & Development should receive a copy of the signed application after the Department Chair/Program Coordinator, and the Department Committee have processed the MSI request. The Department Committee shall forward the original documents to the College Dean.
5. The College Dean will send over the original application and supplemental documentation to the Office of Faculty Affairs & Development for further processing.
6. All MSI applications will not be processed during the first two weeks of a semester or finals.
7. A faculty unit employee may apply at any time during the calendar year. Please note, processing time may vary.
8. If denied, a faculty unit employee may reapply the following year and must show proof of a legitimate employment offer from another College or University or documentation supporting a market-based lag.

TIMELINE FOR MARKET SALARY APPLICATIONS

Applications for a Market Salary Increase may be submitted at any time during the calendar year, but will adhere to the following review timeline. Please note, MSI applications **WILL NOT** be reviewed during the first week of the academic semester nor during finals. The Department Chair and Department Committee shall follow Academic Work Days (AWD) and all other review parties shall follow Work Days (WD) as outlined in the current Academic Calendar.

Department Chair	3 weeks (AWD)
Department Committee	3 weeks (AWD)
College Dean	2 Weeks (WD)
Provost & Vice President, Academic Affairs	2 Weeks (WD)
President	3 Weeks (WD)

Please feel free to contact the Office of Faculty Affairs & Development if you have any questions regarding this matter.

APPLICATION FOR MARKET SALARY INCREASE

Article 31.25 of the current Unit 3 (Faculty) Collective Bargaining Agreement provides that the President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Please complete the top portion of the application and forward a copy to the Office of Faculty Affairs & Development, located in Welch Hall (WH) B-368

Name _____ Date _____

Department _____ College _____

Current Rank _____ Initial Year of Appointment _____

Current Annual Salary _____ Requested Annual Salary _____

- Is this request for a market salary increase? Yes No

If “yes,” you must submit with this application either documentation supporting the market-based salary lag or a bonafide offer of employment from another college or university.

Signature _____ Date _____

1. Recommendation of Department Chair

Market Salary Increase Recommended: YES NO

Recommended Annual Salary _____

Attach Brief Explanation for Recommendation

Department Chair Signature _____ Date _____

NOTE: Please submit a copy of your recommendation and the application to the Office of Faculty Affairs after completing your review.

2. Recommendation of Department Committee

Market Salary Increase Recommended: YES NO

Recommended Annual Salary _____

Attach Brief Explanation for Recommendation

Committee Chair Signature _____ Date _____

NOTE: Please submit a copy of your recommendation and the application to the Office of Faculty Affairs after completing your review.

3. Recommendation of College Dean

Market Salary Increase Recommended: YES NO

Recommended Annual Salary _____

Attach Brief Explanation for Recommendation

College Dean Signature _____ *Date* _____

4. FORWARD THIS APPLICATION, WITH ATTACHMENTS, TO THE OFFICE OF FACULTY AFFAIRS (WH B-368).

5. Recommendation of Provost and Vice President for Academic Affairs

Market Salary Increase Recommended: YES NO

Recommended Annual Salary _____

Attach Brief Explanation for Recommendation

Provost Signature _____ *Date* _____

Please forward the original application and its attachments to the Office of Faculty Affairs & Development.

6. President (or Designee) Decision:

Salary Increase: YES NO

Approved Annual Salary _____

President Signature _____ *Date* _____

Please forward the original application and its attachments to the Office of Faculty Affairs & Development.