

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.

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.

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

Please forward a copy of the signature page to the Office of Faculty Affairs & Development.

Market Salary Increase Recommended

Recommended Annual Salary _____

Market Salary Increase NOT Recommended

Attach Brief Explanation for Recommendation

Department Chair Signature _____ Date _____

2. Recommendation of Department Committee:

Please forward a copy of the signature page to the Office of Faculty Affairs & Development.

Market Salary Increase Recommended

Recommended Annual Salary _____

Market Salary Increase NOT Recommended

Attach Brief Explanation for Recommendation.

Committee Chair Signature _____ Date _____

3. Recommendation of College Dean

Market Salary Increase Recommended

Recommended Annual Salary _____

Market Salary Increase NOT Recommended

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

Recommended Annual Salary _____

Market Salary Increase NOT Recommended

Attach Brief Explanation for Recommendation

Provost Signature _____ *Date* _____

(Please forward the original application to the office of Faculty Affairs)

6. President (or Designee) Decision:

Salary Increase: YES NO

Approved Annual Salary _____

President Signature _____ *Date* _____

(Please forward the original application to the office of Faculty Affairs)