

Guidelines for Memos to Request Equity Increase for Faculty

The purpose of this document is to provide the user with the necessary elements to include in a request for Provost Approval.

Memo heading/routing

To: Provost and Executive Vice President

Through: Dean of Faculties and Associate Provost

Through: College Dean

From: Department Head

RE: Request for Equity/Retention adjustment for {Faculty Member's Name-UIN}

1. Current Position and Occupant information:

- Faculty's name, Title, Department
- Current monthly salary rate
- Current term of appointment (i.e. 9-month, 12-month, etc.)
- Current source of funding for salary

2. Proposed Position information:

- Proposed monthly salary rate
- Percent increase of proposed rate
- Proposed term of appointment, if different
- Proposed source of funding for equity

3. Justification:

Provide a descriptive narrative that tells how equity/retention adjustments may be necessary to address gender and ethnic disparities, internal salary compression, or high external demand for faculty. All requests must be supported by strong evidence of necessity, sourced from available departmental/unit base funds, sustainable in future years, and will be effective {Date}.