

Guidelines for Memos to Request Equity

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

Faculty-related requests:

Memo heading/routing

To: Karan L. Watson, Provost and Executive Vice President for Academic Affairs

Through: Michael Benedik, Dean of Faculties and Associate Provost

Through: College Dean/Assistant Dean for Finance & Administration

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*}.

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Staff-related requests:

Memo heading/routing

To: Karan L. Watson, Provost and Executive Vice President for Academic Affairs

Through: Elizabeth Schwartz, Director, Human Resources

Through: College Dean/Assistant Dean for Finance & Administration

OR

Through: Vice Provost/Assoc. Provost/Assoc. Vice President

From: Department Head **OR** Director

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

1. Current Position and Occupant information:

- Staff Member's name, Title, Department
- Current monthly salary/hourly rate
- Current FTE
- Current source of funding for salary

2. Proposed Position information

- Proposed monthly salary/hourly rate
- If equity/retention, percent increase of proposed rate
- Proposed FTE, if different
- Proposed source of funding for equity

3. Justifications

- Provide a descriptive narrative that tells how equity/retention adjustments may be necessary to address gender and ethnic disparities, or high external demand for staff.
- 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*}.