FACULTY SALARY INCREASE REQUEST JUSTIFICATION FORM
Electronic Submission Required

(A)	FACULTY INFORMATION		
800#:		Date:	
Faculty Last Name:		Faculty First Name, M.I.:	
Department:		College:	
Current Rank:		Proposed Rank:	
Current Title:		Proposed Title:	
Current FTE:		Proposed FTE:	
Current Position Type:		Proposed Position Type:	
Position Number:		Proposed Position Number:	

(B)	PROPOSED SALARY	
Proposed Effective Date:		
Current Salary:		
Salary as of June 30th:		
Proposed Salary:		
Proposed Increase from Current:		
Percentage Increase from Current:		
Proposed Increase from Salary as June 30th:		
Percentage Increase from Salary as of June 30th:		

(C)	BENCHMARK SALARY INFORMATION		
CUPA MINIMUM:		Proposed Salary: CUPA MIN Under/Over	
CUPA MEDIAN:		Proposed Salary: CUPA MDN Under/Over	
CUPA MAXIMUM:		Proposed Salary: CUPA MAX Under/Over	
Additional Market Benchmark Source:			
Additional Benchmark Midpoint:		Additional Benchmark Maximum:	

AABP Office Use Only:
Comments and notes:

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(D)	GENERAL ADMINISTRATION RETENTION REQUEST	*(check if applicable)*	
Proposed Increase Requested:		**Salary Requested from GA:**	
Proposed Increase-FICA:		**College Portion as Campus Match-Salary:**	
Proposed Increase-Retirement:		**College Portion as Campus Match-Benefits:**	
Proposed Increase-Total Benefits:		**College Portion as Campus Match-Other:**	
Other Funds Requested:		**Other Contributor:**	
TOTAL Requested:		**TOTAL of All Sources:**	
Comments & Other Terms:			

(E)	JUSTIFICATION

I. REASON FOR REQUEST: *TYPE DESCRIPTION OF THE REQUEST (E.G. PRE-EMPTIVE RETENTION EFFORT, GA RETENTION REQUEST, CHANGE TO AN ADMINISTRATIVE APPOINTMENT, SUBSTANTIVE CHANGE IN DUTIES, FACULTY FALLBACK, ORGANIZATIONAL STRUCTURAL CHANGES, ETC.). PROVIDE BUSINESS NEED AND FURTHER EXPLAIN THE EXTENUATING OR UNUSUAL CIRCUMSTANCES.*

II. JUSTIFICATION OF REQUESTED SALARY *TYPE THE RATIONALE OF THE SALARY REQUESTED. USE THE REQUIRED CUPA SALARY DATA, INTERNAL DEPARTMENT SALARIES OF SIMILAR RANK AND NUMBER OF YEARS OF EXPERIENCE OR PRODUCTIVITY, AND ANY EXTERNAL SOURCES AS INSTITUTIONAL PROGRAM COMPETITORS OR ACCREDITED GUIDANCE USED AS AN ADDITIONAL MARKET BENCHMARK TO JUSTIFY THE SALARY.*

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III. FACULTY QUALIFICATIONS *SUMMARIZE THE FACULTY MEMBER'S CREDENTIALS, EXPERIENCE, AND KEY PRODUCTIVITY MEASURES IN TEACHING, RESEARCH, COMMUNITY ENGAGEMENT OR SERVICE TO THE UNIVERSITY OR THE PROFESSIONAL FIELD.*

Attachment(s):	Vitae *(Always Required)* Org Chart *(Required if request creates change of the org chart structure)* Documentation of any pre-existing salary commitment (fallback instances, internal promotions, etc.)

Requested By:		Title:	
Signature:		Date:	

Provost Approval:		Date:	

Chancellor Approval:		Date:	

AABP Office Use Only:
Comments and notes:

Instructions: Faculty Salary Increase Request Justification Form

This form should be used for all faculty salary increase requests that are outside of an annual increase process.

Before you begin to complete the form, download and save the form on your desktop.

File name should be in the following format: Faculty Last Name, First as Initial_SalaryIncrease_Form Submission Date YYYYMMDD. Example: SmithJ_SalaryIncrease_20160104

Section A: Faculty Information

Current Rank: Appointment rank noted in Banner HR for Faculty Member.

Title: Working Title of the Faculty Member, if different from appointment rank.

Current FTE: Current Full-Time Equivalent (FTE) in Banner.

Proposed Rank: Choose from the standard available ranks in the drop down.

Proposed Title: Proposed working title, if different from appointment rank.

Proposed FTE: FTE with proposed salary.

Current Appointment Term: The majority of appointments are either 9- or 12-month terms. For faculty administrative appointments that involve FTE changes (e.g. 1 month for summer research = .92 FTE) choose the 12-month appointment term and note the reduction of FTE in the "Proposed FTE" field. See Table 1. Call AABP as needed.

Table 1. Current

Months to FTE Conversion (12-month Appointment)	
Months	FTE
3	.25
4	.33
5	.42
6	.50
7	.58
8	.67
9	.75
10	.83
11	.92

Section B: Proposed Salary

Proposed Effective Date: Propose an effective date for the increase. Refer to the *Submission Instructions: Review Schedule Deadlines* (below) when proposing an effective date. The proposed effective date is not guaranteed. Please do NOT pre-promise or suggest a new salary effective date with the faculty member unless you have first discussed approval timing (Campus, BOG and other GA guidelines) with Academic Affairs Budget and Personnel (AABP).

REVIEW SCHEDULE Deadlines:

COLLEGE SENDS to Provost/AA: Submission Due Dates	AA sends to BOG: Submission Due Dates (TUES, by noon)
24-Sep-2024	8-Oct-2024
4-Nov-2024	19-Nov-2024
10-Dec-2024	7-Jan-2025
11-Feb-2025	25-Feb-2025
1-Apr-2025	8-April-2025

NOTE-- There are no scheduled BOG meetings in JUNE, JULY, AUGUST, SEPTEMBER or DECEMBER in a typical year.
Requests submitted to AA after April 17, 2025 may not actually be reviewed by the BOG until SEPTEMBER 2025 and the effective salary may not go into effect until the first of the month in which the Board of Governors approves the action.
Increases reviewed/approved by the BOG usually do not go into effect until the "first" of the same month BOG approval was received. Increases expected to be retroactive to July 1, 20xx as a retroactive action are highly unlikely to occur.

Current Salary: Salary as of the date of form completion.

Salary as of June 30th: Salary as of the previous year's fiscal year end. *Note:* The BOG uses the June 30th salary to calculate changes on a cumulative basis in a given year (e.g. In some instances, there may be an annual faculty salary increase plus a salary change due to a new appointment).

Proposed Salary: New salary requested as a total.

Proposed Increase from Current: The salary increase requested based on the difference between the proposed salary and current salary (not the June 30th salary); this field will automatically calculate.

Percentage Increase from Current: Proposed increase as a percentage change that is based on the faculty member's current salary (not the June 30th salary); this field will automatically calculate.

Proposed Increase from Salary as of June 30th: The salary increase requested based on the difference between the proposed salary and the June 30th salary; this field will automatically calculate.

Percentage Increase from Salary as of June 30th: Proposed increase as a percentage change that is based on the Salary as of June 30th; this field will automatically calculate. *Salary increases greater than 20% **AND** more than $15,000 above the employee's previous June 30th salary require BOG review and approval. Please refer to the Review Schedule above.* If this percentage is equal to or below 20% and $15,000, the request requires Provost and Chancellor review and approvals. If the percentage increase is 5% or greater for employee(s) currently earning $100,000 or greater, or the increase is 5% or greater that would result in total compensation of $100,000, the request requires Provost and Chancellor review and approvals. *(If you see red font in this field, as well as the "Proposed Increase from Salary as of June 30th" field, the threshold that will require BOG review has been reached.)*

Section C: Benchmark Salary Information

Campus Range Minimum/Campus Range Median/Campus Range Maximum: This data should be gathered from the Campus Range salary study results distributed to all Colleges in the Fall term. A copy of the Campus Range data can be requested from Maxwell Awando, Director Academic Affairs HR: Mawando@charlotte.edu.

CUPA Salary Under/Over: These fields will automatically calculate. If you see a RED negative number in the MAXIMUM field, then the proposed salary is 'over' the CUPA Maximum and BOG approval will be challenging and possibly returned for re-consideration by the campus.

Additional Market Benchmark: If an additional market benchmark was utilized to calculate the proposed salary, list the benchmark source here (e.g. professional organization for accreditation). Elaborate on this particular source and its relevance or validity in Section E: Justification of Requested Salary.

Section D: General Administration Retention requests

Proposed Increase Requested: This field will automatically populate the salary increase amount that is noted in the Proposed Increase from Current field.

Proposed Increase-FICA: Proposed Increase Requested x 7.65%; this is a calculated field.

Proposed Increase-Retirement: Proposed Increase Requested x 12.85%; this is a calculated field.

Proposed Increase–Total Benefits: Proposed Increase-FICA + Proposed Increase-Retirement; this is a calculated field.

Other Funds Requested: Enter other funding requested for this retention effort (examples include: medical benefits for faculty changing from a FTE of less than .75 to a FTE of .75 or greater, professional development support, or funds offered

to the faculty member to allow him/her to hire a graduate assistant. Provide comments and additional information for other funds requested in the Comments & Other Terms field.

TOTAL Requested: Proposed Increase Requested + Proposed Increase-Total Benefits + Other Funds Requested; this is a calculated field.

Salary Requested from GA: Enter salary amount requested from General Administration through the Faculty Recruitment and Retention Fund.

College Portion as Campus Match–Salary: Enter the amount of matching support for salary that will be provided by the College (and/or department). Due to the limited nature of the funds available in the UNC GA Faculty Recruitment and Retention Fund, campuses are asked to provide some sort of matching support with their requests.

College Portion as Campus Match–Benefits: Enter the amount of matching support for benefits that will be provided by the College (and/or department). In the past, General Administration has been inclined to award salary support and ask the campus to pay for the benefits dollars required. Therefore, in most cases, the College/Department should provide all the funds needed for benefits (enter amount noted in the Proposed Increase – Total Benefits in this instance).

College Portion as Campus Match–Other: Enter amount of other funds offered as part of retention efforts outside of faculty salary and benefits that will be provided by the College (and/or department).

Other Contributors: Enter the amount of support provided by other contributors outside of the College and General Administration. Provide comments and additional information on other contributors in the Comments & Other Terms field.

TOTAL of All Sources: Salary Requested from GA + College Portion as Campus Match–Salary + College Portion as Campus Match–Benefits + College Portion as Campus Match–Other + Other Contributors; this is a calculated field. This field should match total noted in TOTAL Requested. This field will be highlighted in yellow if it does not equal TOTAL Requested; please revise appropriate fields.

Comments & Other Terms: Provide information on others terms of the retention request (example: faculty will receive commitment for nomination for an endowed professorship).

REASON FOR REQUEST: Type the description/reason for the request (examples: pre-emptive retention effort, GA retention request, change to an administrative appointment, substantive change in duties, faculty fallback, organizational structural changes, etc.). Provide the business need and further explain the extenuation or unusual circumstances. *If the request involves adding a new administrative position or an organizational restructuring, you will need to attach a revised organizational chart with the proposed change highlighted.*

JUSTIFICATION OF REQUESTED SALARY: Type the rationale of the salary requested. Use the required CUPA salary data, internal department salaries of similar rank and number of years of experience or productivity, and any external sources as institutional program competitors or accredited guidance used as an additional market benchmark to justify the salary.

III. FACULTY QUALIFICATIONS: Summarize the faculty member's credentials, experience, and key productivity measures in teaching research, community engagement or service to the University or the professional field. *For all requests, it is required to attach an updated vitae along with the form. An updated organizational chart is also required if the form proposes a change.*

Signatures and Submission Instructions

Requested By: Type Dean's Name

Title: Provide Title of Dean

Signature: The document must be digitally signed by the Dean—simply type the name of the Dean in this signature cell which creates script font that serves as the Dean's approval of the request.

The document must be e-mailed by the Dean though his/her gmail.charlotte.edu account. This serves as a second level of verification. Documents sent through another party will not be accepted.

Date: Date of Dean Approval

E-mail Submission: E-mail the completed and approved document, as well as an updated Vitae (required) and Org Chart (if applicable), to Maxwell Awando, Director Academic Affairs HR: Mawando@charlotte.edu. Kindly, cc Eric Heggestad, Associate Provost of Faculty Affairs: Edhegges@charlotte.edu.