



APPLICATION FOR MARKET SALARY INCREASE

The current Unit 3 (Faculty) Agreement (Article 31.25) provides in relevant part, “The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations.” Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a bona fide offer of employment from another college or University. Applications shall be reviewed separately by a department committee of tenured faculty and the department chair . . . “The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.”

TO BE COMPLETED BY FACULTY			
Name:		Initial Year of Appointment:	
Dept. Name:		College:	
Current Rank:	Current Annual Salary:	Requested Annual Salary:	
Faculty Signature:			Date:

PLEASE SUBMIT THIS APPLICATION AND ALL ATTACHMENTS TO YOUR DEPARTMENT CHAIR AND ALSO SEND A COPY TO THE OFFICE OF FACULTY AFFAIRS (OFA) (facultyaffairs@csus.edu).

TO BE COMPLETED BY DEPARTMENT COMMITTEE	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
Committee Chair Signature:	Date:

TO BE COMPLETED BY DEPARTMENT CHAIR	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
Department Chair Signature:	Date:

TO BE COMPLETED BY DEAN*	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
Dean Signature:	Date:

*Dean’s Office - Please forward completed request form with all above recommendations and signatures to the Office of Faculty Affairs (OFA) at facultyaffairs@csus.edu. OFA will then forward requests to the Provost/President for review and also send notification of the final decision.

TO BE COMPLETED BY PROVOST**	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
Provost Signature:	Date:

**Provost’s Office – Forward this application and supporting documentation to OFA at facultyaffairs@csus.edu The applicant and all review levels will be notified of the results by the Office of Faculty Affairs.