Guideline to Request an Equity Increase for Faculty

The purpose of this document is to specify the required elements in a memorandum requesting an equity adjustment for approval by the Provost.

Memo Routing (use department letterhead)

To: Provost and Executive Vice President
Through: Dean of Faculties and Associate Provost
Through: College Dean
From: Department Head
Date:
Subject: Request for Equity Adjustment for [Faculty Member’s Name-UIN]

Current Position and Occupant Information:

- Faculty member’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 (account number)

Proposed Position Information:

- Proposed monthly salary
- Proposed percent of increase
- Proposed term of appointment, if modified
- Proposed source of funding for equity (account number), if modified
- Effective date

Justification

Provide a descriptive narrative that explains how the equity adjustment may be necessary to address salary disparities, internal salary compression/inversions, or high external demand for the faculty member. Requests must be supported by strong evidence of necessity, sourced from available departmental base funds, sustainable in future years, and include an effective date.