

Guideline to Request an Equity Increase for Staff

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: Vice President of Human Resources and Employee Development

Through: College Dean

From: Department Head

Date:

Subject: Request for Equity Adjustment for [*Staff Member's Name-UIN*]

Current Position and Occupant Information:

- Staff member's name, title, department
- Current monthly/hourly 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 thorough justification for the need of an equity adjustment for the employee. Address the proposed salary level compared to others in the same job title/family, job experience, and longevity. Requests must be supported by strong evidence of necessity, sourced from available departmental base funds, sustainable in future years, and include an effective date.