

California State Polytechnic University, Pomona

## **MARKET SALARY INCREASE REQUEST PROCEDURE**

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### **Increases for Market**

31.27 The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Such increases shall not be bound by the eight (8) service increases referenced in provision 31.12. Applications for market adjustments shall be submitted by the faculty member to the department chair, with a copy to the President or designee, on forms provided by the President or designee. 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 with the department chair forwarding both recommendations to the President or designee. The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.

### **Procedure**

- ◆ Applicants for Market Salary Increases are to submit to his/her department chair with a copy to the college dean, the attached form with a written explanation of no more than two (2) pages requesting a Market Salary Increase. Applicants may attach any printed documentation that support her/his application.
- ◆ Recommendations for or against Market Salary Increases are made by the Department Chair and a Department Review Committee of at least three (3) tenured professors. Both recommendations shall be forwarded to the college dean with copies to the applicant.
- ◆ The college dean will make an independent recommendation and forward that, along with those of the Department Review Committee and the Department Chair, to the Provost and Vice President for Academic Affairs with copies to the applicant.
- ◆ The Provost will make a final determination to grant or deny the Market Salary Increase and shall notify each applicant, in writing, of her/his decision.
- ◆ Deliberations at each level are confidential.

All inquiries regarding Market Salary Increases should be referred to the Office of the Associate Vice President for Faculty Affairs.