

Compensation Change Request Instructions

Purpose: To be used to request an increase to a faculty member or postdoctoral fellow's base salary. This form is not intended to be used to extend a non-continuing appointment, change or add a SAC, or change in rank or title.

Definitions:

Current Full-Time Equivalent Base Salary: Full-time equivalent base salary that is currently in effect. This equates to the faculty member's base salary at 1.0 FTE

Proposed Full-Time Equivalent Base Salary: Full-time equivalent base salary that is being requested. This equates to the faculty member's proposed base salary at 1.0 FTE

Appointment Percent (FTE): Faculty member's current appointment percent (FTE). This form is not intended to change a faculty member's appointment percent.

Current Actual Annual Salary: Pro-rated based salary that is currently in effect. This equates to the faculty member's actual base salary on their appointment percent (FTE).

Proposed Actual Annual Salary: Pro-rated based salary that is being requested. This equates to the faculty member's proposed actual base salary on their appointment percent (FTE).

Note: The base salary refers to the Academic Year or Fiscal Year base salary. It does not include SACs. Select the appropriate eClass to identify if the faculty member has Academic Year (F9) or Fiscal Year (FY) appointment.

Appointment Percent: The faculty member's FTE. The total salary paid to the faculty will be based on the faculty member's base salary and appointment percent.

Merit/Equity/Retention/MSU/Other: Indicate the appropriate categorization for the increase.

- When selecting "MSU", requests must be consistent with Academic Affairs annual MSU guidelines.
- When selecting "Other" please describe the reason for the increase in the justification section.
- For bargaining unit faculty, the compensation change requests must comply with the appropriate collective bargaining agreement.

Merit: Annual increase based on faculty member's performance. Current performance review must be completed for this type of increase.

Equity Increase: Increase based on departmental equity assessment. Justification must address how increase impacts equity issues within the department.

Retention Increase: Increase given to retain faculty member who has received an offer of employment from another institution or if the department anticipates may be at risk of leaving a