

## **Compensation Change Request Form**

Purpose: To change a faculty member's base salary. Not to be used for changes to special administrative components.

Name:	Contact Name:	_
UNM ID: Rank/Title: Department: ORG:	Contact Phone:	
Effective Date of Change: Indicate the type of increase:	Date of most recently completed annual review:	

Note: MSU increases requests must comply with Academic Affairs salary guidelines for non-bargaining faculty or the applicable collective bargaining agreement.

Current Full-Time	Appointment Percent	
Equivalent Base Salary:	 (FTE):	
Proposed Full-Time	Current Actual Annual	
Equivalent Base Salary:	 Salary:	
	Proposed Actual Annual	
Increase Amount:	 Salary:	
Increase Percent:		

Increase Percent Formula: (Proposed-Current)/Current\*100

Justification: Compensation changes must be supported by a justification that addresses

Labor Distribution: Note future dated labor distributions changes are to be submitted via a Labor Distribution Change EPAF. Labor distribution must equal 100%.

Index	Percent	Index	Percent	Index	Percent	Index	Percent

Faculty Member (If Applicable) Date

Dean

Date



## **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-continuingappointment, 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 bebased 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 addresshow 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