



University of Washington

Academic Human Resources, Office of the Provost
85 Gerberding Hall, Box 351270, Seattle, WA 98195

LOCALLY FUNDED PRE-APPROVAL RETENTION SALARY ADJUSTMENT FORM

POLICY for LIMITED PRE-APPROVAL of LOCALLY FUNDED RETENTION SALARY ADJUSTMENTS

Executive Order 29 states that *“If a dean or chancellor, following procedures consistent with Section 24-71 B.3 of the Faculty Code, determines that offering a retention salary increase is required, the dean or chancellor will be allowed to allocate to this purpose some of the funds remaining to it after undertaking budget cuts negotiated with the Provost.”* Further, it states that *“No pool of funds will be set aside centrally by the Provost or President for the purpose of retention in academic units.”* Therefore, please understand that we will be unable to provide central support for any retention salary adjustments in 2009–11. With all requests for approval of retention salary adjustments, there must be documented assurance of your compliance with the process outlined in Section 24-71 B.3. While we will continue to permit the use of the locally funded preapproval process, it is important that you understand that we will be under increased scrutiny during these financially difficult times and that you strictly adhere to the guidelines for these preapproved retentions.

Proposed retention salary adjustments that meet these criteria have the pre-approval of the Provost. For record-keeping purposes, a *Locally Funded Pre-Approval Retention Salary Adjustment Form* must be submitted by the Dean or Chancellor to the Office of Academic Human Resources as soon as possible after a retention salary adjustment is offered to an individual; an email notice of confirmation will be sent in return.

Proposed retention salary adjustments that do not meet the pre-approval criteria will continue to receive case-by-case review by the Office of the Provost. Provost approval requires submission by Deans and Chancellors of proposed locally funded retention salary adjustments with 1) the rationale for the retention adjustment including an assessment of the individual’s merit and value to the institution and the circumstances warranting a retention adjustment, 2) the proposed adjustment and effective date, and 3) confirmation that the adjustment will be funded with locally administered funds. In exceptional cases, additional documentation may be required such as a current curriculum vitae or case specific details. As a general principle, retention salary adjustments are expected to provide a minimum 5% salary increase.

FORM INSTRUCTIONS

NOTE: You will be able to print, but not save the content of your completed form if you are using the freely available Adobe Reader. To save the content of your form (not required), you must use Adobe Acrobat available from <http://www.adobe.com/>.

To be completed by the Department Chair or Program Director:

- 1-3 Enter the faculty member’s full name as it appears in university records.
- 4 Enter the Employee ID number
- 5 Enter the faculty member’s Job Title/Rank
- 6-7 Enter the faculty member’s Department/Program and College/School/Campus name
- 8 Check the type of retention: Pre-emptive or Competitive
- 9 If Competitive, name of the external entity making the offer.
- 10-11 Enter the Monthly Base Salary Rate *prior to* and *after* the salary adjustment
- 12 Enter the effective date of the salary adjustment

- 13 Enter Name, Date and Signature for retention approval.

To be completed by the Dean or Chancellor:

- 14 Enter Name, Date and Signature for retention approval.

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- This request should be submitted to Academic Human Resources with appropriate concurrence signatures.
- An email notification authorizing entry of this action in the Online Payroll Update System (OPUS) will be sent by Academic Human Resources.

REQUIRED DOCUMENTATION

(1) Last Name	(2) First Name	(3) Middle Initial

(4) Employee ID number (<i>not SSN</i>)	(5) Job Title/Rank

(6) Department/Program (<i>if applicable</i>)	(7) College/School/Campus

(8) Type of Retention:	(9) If Competitive, Name of the External Entity Making Offer:
<input type="checkbox"/> Pre-Emptive <input type="checkbox"/> Competitive Response	

(10) Monthly Base Salary <i>prior to</i> Adjustment	(11) Monthly Base Salary <i>after</i> Adjustment	(12) Effective Date of Adjustment

AUTHORIZED APPROVAL SIGNATURE

(13) Date	Department Chair/Program Director (<i>print</i>)	Signature

(14) Date	Dean/Chancellor (<i>print</i>)	Signature

Rev. 8 June 2009

To provide Schools, Colleges, and Campuses with an enhanced ability to make timely responses to potential and actual external offers to faculty and librarians, proposed retention adjustments that meet the criteria outlined below will be considered to have the Provost's approval as required by Executive Order 64:

- The proposed retention salary adjustment has the approval of the Dean or Chancellor.
- The retention salary adjustment is a minimum 5% increase and maximum 10% increase¹.
- The retention salary adjustment will be fully funded from locally administered funds.
- The decision to make a retention salary adjustment was made in compliance with the required consultative processes².
- The individual has not received a retention salary adjustment within the preceding three years.
- The faculty is not an Assistant Professor entering the mandatory promotion review period.
- The retention salary adjustment is a prospective, not retroactive, adjustment.
- The individual was determined to be meritorious in the most recent merit evaluation.
