



## APPLICATION FOR MARKET SALARY INCREASE

*The current Unit 3 (Faculty) Agreement (Article 31.25) provides in relevant part, “The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations.” 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 . . . “The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.”*

TO BE COMPLETED BY FACULTY			
<b>Name:</b>		<b>Initial Year of Appointment:</b>	
<b>Dept. Name:</b>		<b>College:</b>	
<b>Current Rank:</b>	<b>Current Annual Salary:</b>	<b>Requested Annual Salary:</b>	
<b>Faculty Signature:</b>			<b>Date:</b>

PLEASE SUBMIT THIS APPLICATION AND ALL ATTACHMENTS TO YOUR DEPARTMENT CHAIR AND ALSO SEND A COPY TO THE OFFICE OF FACULTY ADVANCEMENT (OFA) ([faculty.advancement@csus.edu](mailto:faculty.advancement@csus.edu)).

TO BE COMPLETED BY DEPARTMENT COMMITTEE	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
<b>Committee Chair Signature:</b>	<b>Date:</b>

TO BE COMPLETED BY DEPARTMENT CHAIR	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
<b>Department Chair Signature:</b>	<b>Date:</b>

TO BE COMPLETED BY DEAN*	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
<b>Dean Signature:</b>	<b>Date:</b>

\*Dean’s Office - Please forward completed request form with all above recommendations and signatures to the Office of Faculty Advancement (OFA) at [faculty.advancement@csus.edu](mailto:faculty.advancement@csus.edu). OFA will then forward requests to the Provost/President for review and also send notification of the final decision.

TO BE COMPLETED BY PROVOST**	
<input type="checkbox"/> Recommended, with annual salary of \$ _____	<input type="checkbox"/> Not Recommended
Brief Explanation for Recommendation (attach additional page if necessary):	
<b>Provost Signature:</b>	<b>Date:</b>

\*\*Provost’s Office – Forward this application and supporting documentation to OFA at [faculty.advancement@csus.edu](mailto:faculty.advancement@csus.edu). The applicant and all review levels will be notified of the results by the Office of Faculty Advancement.