



SAN DIEGO STATE  
UNIVERSITY

**MARKET SALARY INCREASE WITH OUTSIDE OFFER  
APPLICATION FORM**

**This application and all materials attached are confidential. Faculty and staff are not to contact universities providing offers or other parties external to San Diego State University.**

Applications for salary increase in connection with a bona fide offer of employment shall be reviewed throughout the academic year as specified in CBA Article 31.25. Factors to be considered in evaluating the application may include whether the offer is from a peer or aspirational university.

**Application Procedure:**

Notify your Department Chair/School Director, and/or Dean and provide a copy of the outside offer immediately.

Complete application and submit to your Chair/Director, with a copy to your Dean and the Associate Vice President of Faculty Advancement (AVPFA).

Within five (5) days of receipt, the application shall be reviewed *separately* by a Department/School committee of tenured faculty and the Chair/Director. The Chair/Director will forward both written recommendations to the Dean and the AVPFA.

If the applicant is a Chair/Director, the Department/School periodic evaluation committee shall review the application and submit a written recommendation to the Dean. The Dean shall provide an independently written recommendation, and shall provide both recommendations to the AVPFA.

The AVPFA will acknowledge receipt of the application and in consultation with the Associate Vice President for Academic Affairs-Resource Management (AVPAA-RM), present the application to the Provost. The decision to grant a salary increase shall rest with the Provost. The AVPFA will communicate the Market Salary Increase recommendation in writing to the applicant, with copies to the Chair/Director, Dean, and AVPAA-RM.

Deans will complete negotiations and provide a formal counteroffer in writing to faculty members with outside offers of employment. Please copy the AVPFA and AVPAA—RM on offer letters.

**Section A: APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_  
Last Name First Name M.I.

Red ID: \_\_\_\_\_ Rank or Title: \_\_\_\_\_

College: \_\_\_\_\_ Department/School: \_\_\_\_\_

Requested Increase %: \_\_\_\_\_

**Section B: APPLICATION MATERIALS**

**Curriculum vitae**

**Copy of Outside Offer of Employment**

**One (1) page rationale providing market salary data for your discipline, if available**

**Section C: APPLICANT SIGNATURE**

I understand that the decision to grant or deny a Market Salary Increase and the percentage to be granted are not subject to the grievance procedure, and that letters of evaluation shall remain confidential and shall not be placed in the Personnel Action File.

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**Signature**

**Date**