



SAN DIEGO STATE
UNIVERSITY

MARKET SALARY INCREASE WITHOUT OUTSIDE OFFER APPLICATION FORM

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

Applications for salary increase without a bona fide offer of employment from a peer or aspirational university shall be reviewed as specified in CBA Article 31.25 within the financial context of the university and decided as the fiscal year evolves, but no later than June 30. Approved salary increases will be awarded on a funds-available basis. The university maintains limited funding and priority is designated to counter outside offers of employment faculty have received from comparable institutions.

Applicants without an outside offer of employment need to define reasonable and evidence-based market conditions to be addressed by a salary increase and must adhere to the following guidelines for preparing such an application:

Salary and productivity comparisons should never be made to other faculty at San Diego State University. Such comparisons are addressed by CBA Article 31.11-31.14 regarding Equity Increases.

Applicants should provide comparison salary data from comparable institutions and should always include other CSU's as they operate under the same salary rules and restrictions. Salaries for all State of California employees are public records, and the *Sacramento Bee* provides a tool for searching those records.

Applicants should provide an assessment of their "market value" based on their scholarly productivity. "Scholarly productivity" is generally discipline-specific, so applicants may consult major scholarly societies for resources to measure and compare productivity.

Applicants may compare their productivity and salary to individual disciplinary faculty outside of San Diego State University, but these comparisons will be judged as anecdotal and not definitive.

Any comparisons made to national or regional disciplinary data will strengthen the applicant's case.

Application Procedure:

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

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.

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

One (1) page rationale, adhering to the above guidelines, 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.

Signature

Date