



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 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 must provide rationale including documentation of a market-based salary lag such as base salary medians for faculty of similar rank with academic year appointments at schools or departments with similar program and degree offerings. Salaries for all State of California employees are public records, and the *Sacramento Bee* provides a search tool.

Application Procedure: Applicant submits completed application to Chair/Director, with a copy to the Dean and the Associate Vice President of Faculty Advancement (AVPFA). A department/school committee of tenured faculty and the Chair/Director will evaluate the application independently; each shall provide a written recommendation to the Dean and AVPFA¹. The Dean shall provide their own recommendation to the AVPFA to complete the dossier. *Peer committees, Chairs/Directors, and Deans shall not reference recent promotion-related salary increases in their recommendations.*

The AVPFA will acknowledge receipt of the application and provide additional salary comparison data from the CSU Chancellor’s Office of median academic year salaries by rank and discipline. In collaboration with the Associate Vice President for Academic Affairs-Resource Management (AVPAA-RM), the AVPFA will develop a recommendation and 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 and one (1) page rationale, adhering to the above guidelines.

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**

¹ 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.