

## Compensation Criteria and Documentation Requirements

Please provide the following information...

### **For Permanent Increase in Responsibilities:**

- Identification of the new responsibilities, and explanation as to why they warrant a salary increase (how the addition of the new responsibilities increases the complexity of the job).
- Whether the higher-level new responsibilities are the result of a new program or function or the reorganization of responsibilities and, if the latter, from whom/where did the responsibilities come.
- Whether these new responsibilities replace current responsibilities that are removed, and if so, what responsibilities are removed.

### **For Temporary Increase in Responsibilities:**

- Same information as above, except of a time-limited nature.

### **For Counter-Offer:**

- The offer, or a copy of it (should include the effective date and salary offered).
- The amount of the counter-offer.

### **For Pre-Emptive Offer:**

- A brief explanation of why there is likelihood the faculty member may leave, if applicable.
- A brief explanation of the value to the University.
- A comparison of all faculty members in the unit whose salary may have been affected by changes in market conditions (**please use the Recommendations for Pre-Emptive Counteroffers Form**). (Note: If it is established that discrepancies exist, the administrator should respond to the discrepancies in a collective fashion, utilizing available resources within the unit.)

### **For Pay for Performance (Permanent Increase to Base):**

- Identification of outcomes and/or goal accomplishments, which have a long-term cumulative impact.
- Identification of consistent superior performance over a number of years, where lump sum bonuses may have been given.
- Identification of superior application of new competencies, which are expected to be consistently applied over an extended period of time.
- Identify market conditions and provide comparison of all faculty members in the unit whose salary may be affected by changes in market conditions.