



**Office of the Provost and Vice President for Academic Affairs
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Market Salary Increase Application Form

As detailed in Sections 31.27 and 31.28 of the CSU/CFA Collective Bargaining Agreement, the President may grant a salary increase to a probationary or tenured faculty employee to address market consideration.

Applications for market adjustment shall be submitted by the faculty member to the department chair, with a copy to the Dean and the Provost, using the Market Salary Increase Application form. Applications are due by **March 1**.

Applications for market adjustment should be accompanied by documentation supporting the market-based lag or a bona-fide offer of employment from another college or University.

Applications for market adjustment are reviewed separately by a department committee of tenured faculty and department chair, with the department chair forwarding both recommendations to the Dean and Provost by **April 1**. The President will make his decision by **May 1**. If granted, awards are effective beginning with the **next September pay period**.

The decision to grant a market adjustment and the amount of the increase to be granted shall not be subject to the grievance procedure.

Name: _____

School: _____

Department: _____

Circle one: **Tenured** **Probationary**

Rank: _____

Current Monthly Salary: _____

Percentage Increase Requested: _____

Reasons for Request (attach documentation supporting the market-based lag or a bona-fide offer of employment from another college or University).