

MARKET SALARY INCREASE POLICY GUIDELINES

Introduction

1. Tenured or probationary faculty members may be considered for Market Salary Increases. Increases may not exceed the top salary of the faculty member's current range (rank) if that range (rank) is either at the Assistant or Associate Professor range (rank).
2. Market Salary Increases are not bound by the eight (8) Service Salary Increase maximum. However, if the Service Salary Increase maximum is exceeded as a result of the granting of market awards, no further Service Salary Increases will be granted within the faculty member's current range unless mitigated by prior FMI awards.

Criteria for Review

3. Market Salary Increases may be granted when a faculty member presents documentation of an offer of employment from another college or university at a higher salary. Market requests may be considered at any time during the academic year.
4. Salary inversion/compression shall normally be addressed at the point of promotion. Faculty members granted promotion (to Associate Professor or Professor) and whose salary falls below the current market salary in the college and/or department/school for the rank below may receive a percentage salary increase that recognizes this salary inversion/compression. That percentage may differ for promoted faculty members based on market conditions. Merit shall not be a factor in this salary determination.

Guidelines for Application

5. Applications for Market Salary Increases must be submitted by the faculty member via a Market Salary Increase Application form and be accompanied by current curriculum vitae (form found at <http://rohan.sdsu.edu/dept/academic/form.html>). The application and curriculum vitae should be submitted to the Department Chair, with a copy to the Dean of the College.
6. The application should state the reasons supporting the request including documentation where appropriate.

7. Separate written recommendations must be submitted by a Department Committee consisting of at least three (3) tenured faculty members, the Department Chair, and the College Dean. The names of the three (3) or more tenured faculty comprising the Department Committee must be indicated on the Department Committee's letter.
8. The College Dean shall forward the Department Committee's, the Department Chair's, and the College Dean's recommendations to the Provost via the Associate Vice President for Academic Affairs.
9. The Provost shall notify the applicant of the final decision.
10. The Provost's decision to grant or deny a Market Salary Increase as well as the percentage of increase granted, if any, is not subject to the grievance procedure.
11. Normally, only one Market Salary Increase shall be granted in an academic year. If a Market Salary Increase is denied, the applicant must wait a minimum of one year before re-applying.
12. Funding for approved Market Salary Increases must be provided by the faculty member's departmental budget.

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