

Guidelines for Memos to Request Salary Increases

The purpose of this document is to provide the user with the necessary elements to include in a request for Provost Approval of budget cycle or mid-year salary increases.

Faculty-Related Requests

Memo heading/routing

To: Provost and Executive Vice President for Academic Affairs

Through: Dean of Faculties and Associate Provost

Through: College Dean

From: Department Head

Re: Request for Equity/Retention Adjustment for {*Faculty Member's Name-UIN*}
TAMU Rule 31.01.01.M2 Salary Increases Not Awarded through Regular Budget Cycle

OR Request for Appointment Compression for {*Faculty Member's Name- UIN*}
TAMU Rule 31.01.01.M2 Salary Increases Not Awarded through Regular Budget Cycle

OR Request for Merit Pay >10% for {*Faculty Member's Name- UIN*}
TAMU Rule 31.01.01.M7 Employee Compensation Administration

OR Request for One-Time Merit Pay for {*Faculty Member's Name- UIN*}
SAP 31.01.01.M5.02 One-Time Merit Payments

1. Current Position and Occupant Information

- Faculty's name, title, department
- Current monthly salary rate
- Current term of appointment (e.g., 9-month, 12-month, etc.)
- Current source of funding for salary

2. Proposed Position Information

- Proposed monthly salary rate
- Percent increase of proposed rate
- Proposed term of appointment, if different
- Proposed source of funding for salary increase

3. Justification

Provide a descriptive narrative that tells how equity/retention adjustments may be necessary to address gender and ethnic disparities, internal salary compression or high external demand for faculty. All requests must be supported by strong evidence of necessity, sourced from available departmental/unit base funds, sustainable in future years and will be effective {*Date*}.

Staff-Related Requests

Memo heading/routing

To: Provost and Executive Vice President for Academic Affairs

Through: Associate Vice President for Finance

Through: Manager of Classification and Compensation*

Through: College Dean/Vice Provost/Assoc. Provost/Assoc. Vice President/Asst. Provost/Vice President

From: Department Head/Director

Re: Request for Equity/Retention Adjustment for {*Staff Member's Name-UIN*}
 TAMU Rule 31.01.01.M2 Salary Increases Not Awarded through Regular Budget Cycle

OR Request for Merit Pay >10% for {*Staff Member's Name- UIN*}
 TAMU Rule 31.01.01.M7 Employee Compensation Administration

OR Request for One-Time Merit Pay for {*Staff Member's Name- UIN*}
 SAP 31.01.01.M5.02 One-Time Merit Payments

1. Current Position and Occupant Information

- Staff member's name, title, department
- Current monthly salary/hourly rate
- Current FTE
- Current source of funding for salary

2. Proposed Position Information

- Proposed monthly salary/hourly rate or amount of one-time merit payment
- If equity/retention, percent increase of proposed rate
- Proposed FTE, if different
- Proposed source of funding for salary increase/one-time merit payment

3. Justification

- Provide a descriptive narrative that tells how equity/retention adjustments may be necessary to address gender and ethnic disparities, or high external demand for staff.
- Give specific examples of projects completed or initiatives undertaken by the staff member that demonstrate the need for recognition through a one-time merit payment. Please provide the overall performance evaluation from the employee's last review.
- All requests must be supported by strong evidence of necessity, sourced from available departmental/unit-base funds, sustainable in future years and will be effective (*Date*).

NOTE: HR is included in the routing on counter offer, merit and equity/market increases outside the budget cycle for staff, except for research personnel. (See delegation of authority document, section 11 at <http://rules-saps.tamu.edu/PDFs/31.99.99.M0.01.pdf>). A compelling argument must be made as to why it could not be done during regular budget cycle.

*HR is **not** included in the routing on merit pay >10% (budget cycle) or one-time merits (either in or out of cycle). However, HR is included for merit % increases that are outside of the budget cycle per 31.01.01.M2 (<http://rules-saps.tamu.edu/PDFs/31.01.01.M2.pdf>).