*This form was created per Article 31.25 of the Collective Bargaining Agreement between the California State University and California Faculty Association, which allows probationary or tenured faculty to request a salary increase to address market considerations. To request a market-based salary increase, please fill out this form and submit it, and the instructions on the next page, via email to your Department Chair/Director, with a copy to your Dean and Provost (or Vice President for Student Affairs for Tenured and Tenure Track Counselors).*

To Department Chair/Director:

From Applicant:

Department:

Copies: College Dean

Provost via [provost@csusm.edu](mailto:provost@csusm.edu)

VP, Student Affairs

Current Rank:

Date of Hire:

Current Salary:

Amount of Requested Salary Increase:        
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*Please provide a written statement to support the request that a market increase be granted. Per Article 31.25 “Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a bona fide offer of employment from another college or University. Applications shall be reviewed separately by a department committee of tenured faculty and the department chair, with the department chair forwarding both recommendations to the Presidents or designee. The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.” Please attach such documentation with your request*.

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Signature of Requestor Date

Instructions to Department Chair/Director

Per Article 31.25 of the CBA,

The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Such increases shall not be bound by the eight (8) service increases referenced in provision 31.18. Applications for market adjustments shall be submitted by the faculty member to the department chair, with a copy to the President or designee, on forms provided by the President or designee. Applications for market-based increases shall normally be accompanied by documentation supporting the market-based salary lag or a bona fide offer of employment from another college or University. Applications shall be reviewed separately by a department committee of tenured faculty and the department chair, with the department chair forwarding both recommendations to the President or designee. The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.

Please arrange for separate review of this application by (a) you and (b) a committee of tenured faculty. Forward both recommendations to the Provost at [provost@csusm.edu](mailto:provost@csusm.edu) (or Vice President for Student Affairs via email for Counselors), with a copy to your Dean.

Instructions to Provost’s Office

Upon receipt, please provide the application and recommendations from the Department Chair/Director and impacted Department to the Provost for decision. Please provide the final decision to the faculty requestor, with a copy to the Dean and Faculty Affairs. Please contact Faculty Affairs with questions.