

Compensation Options and Timelines

Faculty Compensation Actions				
		Compensation Adjustment Requests		
	Merit Performance Increase	Market	Equity	Retention
Initiator	Department Chair/Director	Department Chair/Director	Department Chair/Director	Department Chair/Director/Dean
Process	Work within annual adjustment parameters	Work with HRD Team; seek appropriate college level approval; submission to Office of SVPP for final approval		
Initiation Window	July 1 st	August 1 st to May 31 st *		
9-Month Faculty Effective Date**	July 1 st	August 16 or January 1	August 16 or January 1	1 st day of next month following approval date
12-Month Faculty Effective Date**	July 1 st	1 st day of next month following approval date	1 st day of next month following approval date	1 st day of next month following approval date

**Salary adjustments cannot be processed/effective during the period of June 1-July 31 annually to allow for merit performance increases to be loaded. They can be discussed, evaluated, and submitted for review on any date, the effective date just cannot be between June 1-July 31.*

***Using standard effective dates assists with financial planning, payroll processes, and reporting.*