
FACULTY APPLICATION FOR A MARKET INCREASE BASED ON BONA FIDE OFFER

As detailed in Section 31.25 of the CSU/CFA Collective Bargaining Agreement, a salary increase may be granted to a probationary or tenured faculty employee to address market considerations. **To apply, complete the Faculty Applicant Information below and forward the form along with a copy of the bona fide offer to your Department Chair, Dean, and APS.** Applications will be routed for review and recommendation by the Department Personnel Committee, Department Chair, Dean, and Provost prior to being forwarded to the President. The decision to grant a market based increase and the amount of the increase to be granted shall not be subject to the grievance procedure. If the decision is to grant a market based increase, the increase typically goes into effect in the next academic year. The goal is for APS to provide the applicant with notification of the decision via email within 5 business days. Applicants must respond to a counter-offer within five business days. For questions, please contact **Academic Personnel Services at aps@humboldt.edu**.

Faculty Applicant Information

Name _____ Date _____
Department _____ College/Unit _____

By checking the box below, I am acknowledging that I have read the above information and I have attached the specified document.

Bona Fide Offer Attached

An official letter or an email from an appropriate administrator offering an appointment to a tenured or tenure-track position with offered salary at another college or university are considered bona fide offers.

Final Step for Faculty Applicant: Please submit form & bona fide offer to your Department Chair & Dean.

Recommendation of Department Committee of Tenured Faculty

Recommend

Do Not Recommend

Comments:

Final Step: Please return form & attachment to Department Chair.

Recommendation of Department Chair

Recommend

Do Not Recommend

Comments:

Final Step for Department Chair: Please forward form & attachment to Dean.

Recommendation of Dean

Recommend

Do Not Recommend

Salary Recommendation:

Comments:

Please return form to APS (aps@humboldt.edu).

Review by APS

Current salary:

Comments:

Provost's Decision

Recommended

Not Recommended

Salary Recommendation:

Comments:

Please return form to APS (aps@humboldt.edu).

A completed document will be sent to the President for a decision or delegation of authority to make this decision on their behalf. APS will inform the faculty member of the final decision.