

<b>NAME:</b> (Last, First, Middle, Suffix)	<b>HSU ID:</b>	<b>DATE:</b>
<b>DEPARTMENT OR EQUIVALENT UNIT:</b>	<b>HSU EMAIL:</b>	
<b>DATE OF INITIAL APPOINTMENT:</b>	<b>DATE OF LAST PROMOTION:</b> (If applicable)	

**Eligibility:**

Probationary or tenured faculty (see Faculty CBA, Article 31.25).

**Application:**

In no more than three (3) double-spaced pages, explain the reasons for the requested increase. Documentation may be attached to support the narrative. Applications for a market-based increase shall normally be accompanied by documentation supporting the market-based salary lag, or a bona-fide offer of employment from another college or university. Attachments should not exceed five (5) pages.

**Faculty Certification:**

I am submitting this application electronically. Despite the lack of a signature, I hereby attest to the accuracy of this application. **Initial:**

**Application Submission:**

Submit cover page and application materials electronically to your Department Chair, Library Dean (Librarians only), or Director (Counselors only) with a copy to the appropriate Vice President.

**Review Process:**

This review process shall normally be completed not later than one month after receipt of the application, or if the application is submitted after the end of a semester, not later than one month after the beginning of the next semester. In cases where a bona-fide offer of employment has been received from another college or university, the review process shall be completed as quickly as is feasible.

**Department Review:** A department committee of tenured faculty and the department chair (if applicable) separately review the application. The department chair (faculty) or department committee (librarians & counselors) forwards both recommendations and the application via email to the Dean or Director, as appropriate.

**Dean/Director Review:** The Dean or Director makes a recommendation and forwards it, with all previous recommendations, to the Provost or Vice President for Student Affairs, as appropriate.

**Vice President Review & Decision:** The Provost or Vice President for Student Affairs reviews the application and notifies the applicant of the decision.