

**ADVANCEMENT SALARY JUSTIFICATION LETTER**

TO: Keith Alley, EVC and Provost

FROM: Dean, School of \_\_\_\_\_

Date:

Re: Proposed Salary increase associated with merit review of Dr. Joe Candidate.

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Dr. Joe Candidate current Assistant Professor, Step II was recommended by the Faculty of the School of \_\_\_\_\_ for advancement to Assistant Professor, Step III at a faculty meeting on December 9, 2005. After review of his case and my assessment of his contributions and leadership in the School of \_\_\_\_\_ and the campus, I am recommending the advancement. Professor Candidate's current academic year salary is \$53,960, which is \$2,700 off scale. Advancement from Assistant Professor Step II to Assistant Professor, Step III using the "on-scale" academic year salary base is associated with a \$2,900 increase in salary. I recommend that Professor Candidate receive the on-scale component of the salary increase, bringing his salary to \$56,500 with a \$2,700 off-scale component.