



BSU FACULTY RETENTION REQUEST FY 2013

Date:	School/Department:
Name of Faculty Member:	Job Title:
Current Annual Salary:	Proposed Annual Salary:
Requested % Increase: All Faculty Retention increases will be reported to the Chancellor's Office.	Amount of Increase:
Source of Funds:	Effective Date:
Adjustment to salary? (Yes/No)	One-time Payment? (Yes/No)
Contact:	Contact Phone Number:
Justification for Faculty Retention Increase: Increase requests must include one of the following required supporting documents attached to the Faculty Retention Request. Please check below which option is attached. ☐ A written offer to the faculty member from another institution; or ☐ Written evidence, including e-mail or other correspondence, that the faculty member is being recruited seriously by another institution, or a search firm for an institution, at a compensation level likely to exceed the faculty member's current compensation; or ☐ Documentation that the department has experienced retention problems in recent years that likely will result in the Loss of a valuable faculty member if a retention adjustment is not made; or ☐ Other strong evidence that the institution is at imminent risk of losing an operationally critical faculty member in the absence of a retention adjustment.	
Department Chair	Date
Dean	Date

Vice President/Provost	Date
Budget Office	Date
Office of Human Resources	Date
Vice President for Administration and Finance	Date
President	Date