

## Sample – Notice of Raise

Effective August 15, 2008, your new base salary is \$66,241. Your salary increase of \$1,241 was determined by the current salary policy in effect for (insert college/school/library here).

The following information is submitted to help explain your raise:

1. Current base salary: \$65,000.

2. Amount of equity raise: \$731.

Equity raises are determined by a Faculty Senate approved procedure, which dates back to the 1980s. This procedure uses a formula based on national College and University Personnel Association (CUPA) salary data, academic rank, a longevity factor (years in rank) and one's discipline. In your case the relevant data are:

Rank: professor

Years in rank: 14

Discipline: agriculture, agriculture operations and related sciences

A thorough explanation of the procedure may be found at the following website:

<http://www.marshall.edu/senate/facultysalarycalculation>

Your equity raise was calculated as follows:

Equity Raise = **AB - C** = (\$76,094 X 0.8638) - \$65,000 = \$731

where: **A** = Your longevity-adjusted Target Salary = \$76,094

**B** = University-wide percentage of target salary = 86.38%

**C** = Your current base salary = \$65,000

Note: If the result of A times B is less than, or equal to, C you will receive no equity raise. If your calculated equity raise exceeds the annual equity cap of 10% of the average salary for a full professor in your discipline, according to national CUPA data, your equity raise will be set to the value of the equity cap.

3. Amount of merit raise: \$510.

The current merit process is explained in Faculty Senate recommendation, SR-07-08-(26) 57 FECRAHC, Marshall University Faculty Evaluation and Compensation Guidelines.

Your merit raise was calculated as shown below.

Merit Raise = **(X / Y) Z** = (3.91 / 391) X \$51,032 = \$510

where: **X** = Your OCR score = 3.91

**Y** = The sum of all the OCR scores of meritorious faculty in your unit = 391

**Z** = The total pool of money available to your unit for merit raises = \$51,032

4. New base salary: \$66,241.

5. Period for which new base salary applies: academic year 2008-09

6. If you have questions about your raise or believe there are errors in this document, please contact your Dean. Be aware that, except for the new base salary, numbers displayed may not be exact due to rounding.