

Non-Tenure Track Faculty - Discretionary Increase Request Form

UID: _____ **Last Name:** _____ **First Name:** _____

The Office of the Provost has developed this form and related processes for schools/departments to request discretionary (non-mandatory) increases for NTTs covered by the contract between ISU and the ISU Education Association (“Contract”). This form should also be used for academic equity increase requests for those NTT not covered by the Contract (e.g., Milner Library, Mennonite College of Nursing, Emeriti retirees, etc.). Please see below for more information about NTT discretionary increases. This form is to be completed by Department Chair. If you have any questions, please contact your Faculty Employment Consultant. All requests are subject to approval by the Dean, Provost, and HR.

All stated salary figures are based upon a 1.0 FTE and will be prorated accordingly based upon the appointment.

<p>Title</p> <p>Department</p> <p>This additional increase will be paid with existing Department/School funds.</p> <p>Additional funds have been requested and approved to cover the cost of this increase .</p> <p>Source of funds:</p> <p>Comments:</p>	<p>Current 1.0 FTE Monthly Rate</p> <p style="text-align: right;">+</p> <p>Requested 1.0 FTE Increase Amount**</p> <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> <p>Requested 1.0 FTE Monthly Rate =</p> <p style="color: red; font-size: small;">** requesting an additional increase at Achievement of status, please list \$250 plus the requested discretionary increase amount</p>
<p>Submitted by Chair/Director: _____</p>	<p>Date: _____</p>

HR Use for Data Entry	Position Number: _____	ER: _____	Retro: Y / N
ACR: Pay Rt Chg- _____	Reports to: _____	SURS: _____	Search / Perm. Waiver
Effective Date: _____	Job Code: _____	Months: _____	Term: F / S / AY
End Date: _____	FTE: _____	EC Signature: _____	
Contract: NTT	Monthly Comp Rate: _____	Date Submitted for Entry: _____	

Dean:	Approved	Disapproved	Date: _____
Provost:	Approved	Disapproved	Date: _____
AVP, HR:	Approved	Disapproved	Date: _____

More Information About Non-Tenure Track Discretionary Increase

The types of discretionary increases for NTTs covered by the Contract are:

Additional Increase at Achievement of Status:

Per Section 18.02A of the Contract, an NTT faculty member who achieves status by the end of either fall or spring semester will receive a \$250/month increase at the beginning of the following semester. The Department Chair/Director, at their sole discretion, may request a monthly status increase of greater than \$250, subject to approval by the Provost and Human Resources. Requests for an additional increase at achievement of status must be made at the time the NTT achieves status. If requesting an increase of more than \$250 at achievement of status, please include the rationale for the increase in the comment section.

Retention Increase:

Per Section 18.02C of the Contract, the Department Chair/Director, at their sole discretion, may request a monthly increase to retain an NTT faculty member who receives a bona fide offer of employment from another institution. To be considered for a retention increase, the NTT faculty member must present written proof of offer, if available, to the Department Chair/Director and this written proof must be attached to this form when submitted. Only NTT faculty members who have not been awarded a retention increase in the past 3 years are eligible

Internal Equity Increase:

Per Section 18.02D of the Contract, the Department Chair/Director, at their sole discretion, may request a monthly increase for an NTT faculty member to address pay inequities relative to similarly situated NTTs within the Department and/or professional contribution to the Department. Please refer to the [Internal Equity Increase Processing Steps](#) for information about requirements to be considered for this increase.

Academic Equity Adjustment:

Per Section 18.02E of the Contract, in the event an NTT faculty member achieves an advanced degree after their initial NTT employment with the University, they will be eligible to request from their Chair consideration for an academic equity salary adjustment. To be considered for an Academic Equity Adjustment, the NTT must have been employed by the University with a lower degree prior to achieving the advanced degree, the advanced degree must be from an accredited institution, and the advanced degree must be in the academic area being taught by the NTT faculty member or in a closely related academic area. If requesting an academic equity adjustment, please include the following in the comments section: degree achieved, institution, date achieved, academic area of degree, and academic area the NTT teaches. The NTT will also provide a copy of transcripts with the conferred degree.

Any approved discretionary increase will not be centrally funded by the Vice President for Finance and Planning (VPFP) but instead will need to be covered with local funds (permanent transfer to NTT bucket). If local funds are not available or the NTT is funded with an annual instructional capacity request, a meeting should be scheduled (Dean, AFMAC Associate Dean, Chair/Director, AVPAA, and AVPAFM) to discuss the Academic Impact Fund (AIF) implications for granting an increase.