Guidelines for Memos Requesting Equity/Retention Increase
For Research Personnel
During and Outside of the Budget Cycle

Insert Date

MEMORANDUM

TO: Dr. Karen L. Butler-Purry
Interim Vice President for Research

THROUGH: College Dean

THROUGH: Department Head/Director

FROM: Principal Investigator/Supervisor

SUBJECT: Request for Equity/Retention adjustment for {Name-UI}
University Rule 31.01.01.M7 (for equity increase requested during the budget cycle) or University Rule 31.01.01.M2 (for equity increase requested outside of the budget cycle)

Memo must include:
- Employee Name, Title, PIN, Department
- Current and proposed monthly salary/hourly rate
- Percent increase of proposed rate
- Current (and proposed if different) FTE
- Source of funding and its sustainability for future years
- Concise and factual justification that tells how the equity/retention adjustment may be necessary to address high external demand for staff, gender or ethnic equity disparities, internal salary compression, or other forces which may be beyond the control of the department
- Strong evidence and a compelling argument as to why the adjustment cannot be accomplished during the next regular budget cycle (if out-of-cycle)
- Proposed effective date

Attachments must include:
- RPA Form

Revised 6/6/2017