



COLLEGE OF LIBERAL ARTS

Office of the Dean

TO: CLA Department Heads

FROM: Wei Hong, Associate Dean for Faculty Affairs

CC: David Reingold, Dean; Kirke Willing, DFA

DATE: June 7, 2018

SUBJECT: Supporting Documentation for Salary Adjustments

If department heads wish to consider faculty salary adjustments, they need to submit the following supporting documentation to the Dean and the Associate Dean for Faculty Affairs for consideration.

1. Head's memo to the Dean with justification for the adjustment, including the faculty member's scholarship, contributions to the department/school and the College, and the overall national and international standing.
2. Impact data comparison (template below)

Salary adjustment for _____ (Name of CLA faculty member)

Department/School _____ Date _____

Impact data comparison with peers (AAU or Big Ten) within last 3 years.

<u>Measurements</u>	<u>List CLA Faculty Name</u> John Doe	<u>List Faculty Peer 1 Name/Institution</u> John Doe Michigan	<u>List Faculty Peer 2 Name/Institution</u>	<u>List Faculty Peer 3 Name/Institution</u>
9-month salary				
Center/program directorship if any				
Time in rank				
Grad direction as major professor				
Publications				
Editorship				
National/international association				
Internal/external awards/grants/honors				
Impact (citations if any)				
Courses taught				
Other measurements				
Head's recommendation	Yes/No			Amount Adjusted
Dean's decision	Yes/No			
Provost's approval	Yes/No			