

ADMINISTRATORS Exceptional Merit Increase Form

*Merit increases for administrators whose salary is \$100,000 or greater should be limited to 2.5%. Any increase above 2.5% must be approved by the Provost for units within Academic Affairs or the President for non-Academic Affairs units. In accordance with Board of Regents policy for all USG institutions, merit-based increases cannot exceed 4%.*

College/School/Unit Name \_\_\_\_\_

Department Name \_\_\_\_\_

Employee Information

Name \_\_\_\_\_

Last

First

Middle Initial

FY17 Salary \$ \_\_\_\_\_

FY18 Budget Position Number \_\_\_\_\_

Recommended FY18 Merit Increase \$ \_\_\_\_\_

Recommended FY18 Merit Increase % \_\_\_\_\_

Recommended FY18 Salary (include merit and promotion if applicable) \$ \_\_\_\_\_

In the space below, provide evidence of what specifically distinguishes this individual from others within the unit to receive an increase greater than 2.5%. *(please limit any attachments to this question to one page)*

*A copy of the individual's performance evaluation must be attached to this form.*

Recommended by

Supervisor \_\_\_\_\_

Department Head \_\_\_\_\_

Dean/VP \_\_\_\_\_

**Please submit to Academic Fiscal Affairs, 209 New College, after signed above, by April 24, 2017**

Approved by

President/SrVPAA \_\_\_\_\_