**MSU Faculty Equity Request Form – 2024**

**Note: The due dates are under review and should be updated soon**

|  |  |
| --- | --- |
| ***Instructions***: Faculty member fills out the top portion of Part I and submits form to the Department Head/Unit Leader by **March 4** so comparison salaries can be added. Department Head/Unit Leader will return form to faculty member with current salary and comparison salary information added by **March 8**. Faculty member will then complete Part II and resubmit the form to Department Head/Unit Leader by **March 22.** Department Head/Unit Leader completes part III and submits form to the Dean’s Office via email no later than **March 29**. Deans will present equity requests to Provost for discussion by **April 8**.  Note: Decisions include the consideration of available funding. | |
|  | |
| **PART I (Completed by faculty member)** | |
|  | |
| Name: | Date of Initial Hire as Faculty: |
| Current Rank: | Years in Current Rank: |
| Department/Unit: | |
|  | |
| Current Salary (provided by Department Head/Unit Leader): | |
| Comparison Salaries (provided by Department Head/Unit Leader in consultation with Dean’s Office): | |
|  | |
| **PART II (Completed by faculty member after comparison salaries are added)**  Provide a brief justification for the equity request. Additional materials may be attached, if desired, and should be no more than 2 additional pages.  Justification must address: (a) Documented inconsistency of salaries of other individuals based on similar (1) training, (2) experience, AND (3) job performance, and/or b) Documented justification that the faculty member is below market in an area of high demand AND where experience has shown there is difficulty in recruiting and retaining qualified faculty. | |
| Justification: | |
|  | |
| **PART III – Department Head/Unit Leader Comments** | |
| Comments: | |

|  |  |  |
| --- | --- | --- |
| Faculty Member |  | Department Head/Unit leader |
|  |  |  |
|  |  |  |
| Date |  | Date |