

After entering the requested information below and confirming support where indicated, the unit loads the completed form into Workday to route for review and approval. Once provost-level review and approval is completed in Workday, the unit provides the employee with written notification that articulates:

- Approved new monthly base salary and its effective date
- Either eligibility for or preclusion from the next merit salary adjustment
- Ineligibility for another retention increase for three years from the approved retention's effective date
- An expectation that the employee will remove themselves from consideration in current, active recruitments by other institutions/employers

**Incomplete forms will be returned for revision and may result in delay of approval.**

**Appointment Details**

Last Name First Name MI Employee ID (not SSN)

Job Title/Rank School/College/Campus

**Retention Type**

**Effective Date**

**Compensation Details**

If competitive retention, name  
of external entity making offer:

**Merit Eligibility**

Current monthly base salary \$

Proposed monthly base salary \$

Annualized increase in dollars \$

Percent of increase %

**Provide a brief justification for the retention that assesses the individual's merit and value to the institution and describes the circumstances warranting a retention salary adjustment.** Append additional page as needed.

**By checking the following boxes, the unit attests that the following criteria are accurate and understood.**

Individual has not received a retention salary adjustment within the preceding three years

Individual is not entering or in the mandatory promotion review period

Retention salary adjustment effective date is prospective, not retroactive

Individual was determined to be meritorious in the most recent merit evaluation

Salary increase can be paid within existing resources

Provide an explanation if any of the boxes above were left unchecked.

**By checking the box and dating below, I confirm my support for this retention salary adjustment.**

Supervisor Name (printed)

Date

Dean Name (printed)

Date