



Retention Salary Adjustment Request

Overview

A retention salary adjustment is a base salary increase intended to incentivize an academic appointee to remain at the University of Washington. If a retention adjustment for an eligible academic personnel appointee is 10% or higher, the individual can be precluded from the next regular merit salary adjustment at the unit's discretion.

There are two common types of retention salary adjustments: competitive and preemptive.

- **Competitive**

A competitive retention salary adjustment request is appropriate for an individual who has an offer of employment from another institution/organization, or when evidence indicates an offer is imminent.

- **Preemptive**

A preemptive retention salary adjustment request is appropriate for an individual who is at significant risk of being successfully recruited by another institution/organization. The unit must demonstrate that the individual is being actively pursued by another institution.

Eligibility

To be considered for a retention, the individual must meet the following criteria:

1. Was determined to be meritorious in the most recent merit review
2. Has not received a retention within the last three years
3. Is not in nor entering into the year in which their mandatory review occurs

Additional considerations

- A retention adjustment is intended to underscore the institution's long-term commitment to the individual. As such, it is less common for those with annual or temporary appointments to be put forward for a retention adjustment.
- All faculty retention requests must comply with consultative processes described in [Faculty Code 24-71.B3](#)
- Retention salary adjustments must be funded within the unit's existing resources.
- The effective date of a retention salary adjustment must be prospective, not retroactive.

Request process

1. Complete the attached **RETENTION SALARY ADJUSTMENT REQUEST FORM**
2. Prepare a spreadsheet - by running the Workday report R0401 (general info) and R0292 (practice plan info) - to provide the following information for all departmental employees at the same academic rank and in the same academic track:
 - a. 1.0 FTE monthly base salary
 - b. Year of highest degree conferral
 - c. Years in rank at UW
3. Submit **form, spreadsheet, and evidence of external offer (competitive) or external interest (preemptive)** to VPAP@uw.edu.
4. If approved by the provost, the Office of Academic Personnel will sign the form and return it to the unit. The signed retention form should be loaded into Workday when processing the increase.



Retention Salary Adjustment Request Form

Candidate Details		Retention Adjustment Details	
Name (Last, First MI):		Proposed Effective Date:	
UW Employee ID:		Current Monthly Base Salary:	
Job Title/Rank:		Proposed Monthly Base Salary:	
Year highest degree conferred:		Annualized increase in Dollars:	
Dept/School (if applicable):		Percent Increase:	%
School/College/Campus:		If UWPP, select distribution plan:	
Retention Type & External Entity Details			
Type:	Competitive Offer from:	Preemptive	Being actively recruited by:
Is this institution/program considered a peer? Provide brief summary.			
Confirmation of Eligibility & Compliance			
Candidate's merit eligibility status if retention is approved: (<10% must remain eligible)	Eligible	Precluded	
If faculty, unit followed consultative processes of Faculty Code Section 24-71 B.3 :	Yes	No	N/A
Individual has not had a retention salary adjustment in the last three years:	Yes	No	
Individual is not entering into/under mandatory promotion review:	Yes	No	
Retention salary adjustment effective date is a prospective, not retroactive:	Yes	No	
Individual was determined to be meritorious in most recent merit review:	Yes	No	
Retention salary adjustment can be paid within existing resources:	Yes	No	
If unit answered "no" to any of the above, provide explanation:			

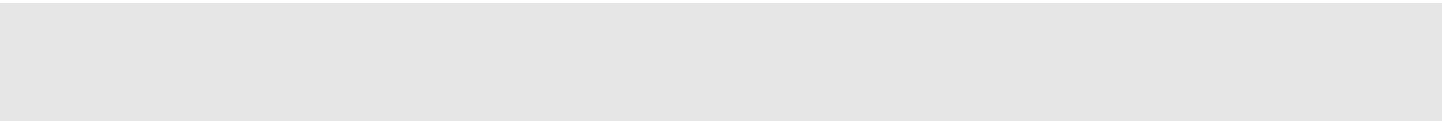
In the space provided below, summarize the individual's merit and contributions to the University of Washington.

In the space provided below, describe the unit's rationale for the specific percent increase requested, and any other retention components offered by the unit.

Confirmation of Institutional Review	
Name of Chair/Campus Dean who reviewed and supports this request:	
Name of Dean/Chancellor who reviewed and supports this request:	
Date submitted for provost consideration (i.e., Step 2 below):	

Next steps:

1. Prepare a spreadsheet that includes the following information for all departmental personnel at the same rank and in the same track:
 - a. FTE monthly base salary
 - b. Year of highest degree conferral
 - c. Years in rank at UW
2. Submit **form, spreadsheet, and evidence of external offer (competitive) or external interest (preemptive)** to VPAP@uw.edu.
3. If approved by the provost, this form will be signed by the Office of Academic Personnel and returned to the unit. The signed form should be loaded into Workday when processing the increase.



– FOR OFFICE OF ACADEMIC PERSONNEL & PROVOST OFFICE USE ONLY –

- Denied
- Approved as requested
- Approved with following conditions:

Office of Academic Personnel designee authorizing Workday processing and approval per above terms.