**POSTING**
- Management Group (additional approval required from BOT)
- Positions reporting directly to a Campus President

**Requirements:**
- Cover letter with HR recommendation (the Compensation COE will put this together)
- Request for approval from the Campus President
- Job Description
- Previous incumbent (if applicable)
- Salary Analysis: (the Compensation COE will put this together)
  - CUPA or other external data
  - Internal Department equity

**SALARY INCREASES/NEW HIRES**
- Wage increases for salaried employees greater than 15% for one band, or 25% for two or more
- Equity increase of more than 2 steps for hourly employees
- Management Group positions
- Direct reports to a campus president
- Faculty increases exceeding 15% or $90k (additional approval required from AFUM)

**Requirements:**
- Cover letter with HR recommendation (the Compensation COE will put this together)
- Resume/CV
- Letter(s) of recommendation from Campus President or Provost
- Letter(s) of recommendation from Department head or hiring manager
- Effective Date
- Previous incumbent
- If new hire: search synopsis (# of candidates/interviews etc)
- Job Description
- Salary Analysis: (the Compensation COE will put this together)
  - CUPA or other external data
  - Internal Department equity
  - Previous incumbent wage/band and any applicable stipends that might be ending

**APPOINTMENTS:**
- Tenure appointments (additional approval required from BOT)
- Named Chairs and professorships (approved by Vice Cancellor of Academic Affairs first)

**Requirements:**
- Cover letter with HR recommendation (the Compensation COE will put this together)
- Resume/CV
- Letter(s) of recommendation from Campus President, and all appropriate cabinet members
- Letter(s) of recommendation from Department or search committee chair
- Effective Date
- Stipend or operating budget if applicable

**STIPENDS**
- Only necessary if stipend exceeds:
  - VP, Provost or Dean $15,000
  - Exec., Assoc., or Asst. Director $12,000
  - Director $9,000
  - Chair (non-represented) $9,000

*See requirements for Appointments*

*Send all documentation to Laurie Clark, Director of Compensation*