

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1396**

POLICY ON MARKET SALARY INCREASE

This policy is intended to be a guide for the conduct of all matters regarding Market Salary Increases in accordance with the current Unit 3 (Faculty) Collective Bargaining Agreement (CBA) Article 31.25. Every effort has been made to ensure compliance with the current CBA Article 31.25. In any case of inconsistency, the CBA takes precedence over this policy. The term COLLEGE in this document means college, library, or Counseling and Psychological Services (CAPS).

1. GENERAL PRINCIPLES

- 1.1.** The President may grant a salary increase to a probationary or tenured faculty unit employee to address market considerations. Such increases shall not be bound by the eight (8) service increases reference in CBA Article 31.18.
- 1.2.** The decision to grant an exceptional market adjustment and the amount of the increase to be granted shall not be subject to grievance procedure.
- 1.3.** All probationary or tenured faculty unit employees who have served the university for at least three (3) academic years are eligible to apply for a Market Salary Increase.
- 1.4.** The President or designee shall provide application form(s) for Market Salary Increases.
- 1.5.** All inquiries regarding Market Salary Increases should be referred to the Office of the Associate Vice President for Planning, Policy, and Faculty Affairs.

2. PROCEDURE FOR APPLICATION AND PROCESSING

- 2.1.** Applicants for Market Salary Increases are to submit to their college dean an application form with a written explanation of no more than two (2) pages requesting a Market Salary Increase. Applicants shall attach documentation supporting the market-based salary lag or a bona fide offer of employment from another college or university.

- 2.2.** Recommendations for or against Market Salary Increases are made by the Department Chair and a separate Department Review Committee. Both recommendations shall be forwarded to the college dean with copies to the applicant. Membership on the Department Review Committee shall be open to all tenured faculty of the department except the Department Chair. The Department Review Committee shall have a minimum of three (3) members. In case there are less than three tenured faculty to form the Department Review Committee, the Department Chair may invite tenured faculty unit employee(s) from another department.
- 2.3.** The college dean will make an independent recommendation and forward that, along with those of the Department Review Committee and the Department Chair, to the President or designee with copies to the applicant.
- 2.4.** The President or designee will make a final determination to grant or deny the Market Salary Increase and shall notify each applicant with a written explanation of their decision.
- 2.5.** Deliberations at each level are confidential.