**Initial Salary Placement Worksheet**

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| Name:       | UA ID#:       |
| College/School:       | Department:       |
| Proposed Rank:       | Joint Appointment?       |
| Highest Degree:       | Terminal Degree (y/n)?       |
| CIP Code:       | ECLS: [ ]  F9 Faculty [ ]  non-rep (FR/FN) |
| *The CIP code should be based the candidate’s draft or expected workload and, if applicable, the predominant work identified in the recruitment and the candidate’s area of research and/or service. The CIP manual can be found at* [*http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165*](http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165)*.* *CIPs for new position and changes to existing CIPs must be approved by the Provost.*  |

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| **Step 1**: Salary Survey Information: *The Provost’s Office can provide you with this information*. |
| OSU and/or CUPA data for proposed rank: | **OSU** **CUPA**High: $      High: $      Average: $      Average: $     Low: $      Low: $      |
| UNAC CBA Minimum: *(if applicable)* | $      |
| Approved Salary Range from Recruitment: | $      - $       |

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| **Step 2**: Adjust for Highest Degree |
| If the candidate does not currently hold a PhD, subtract 10% from the target Salary figure above: |  |

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| **Step 3a**: List the number of years of experience in a Faculty position (including w/in UA) (For adjuncts, FTE = # courses/8): |
| Rank | Institution | Tenure Track? | %FTE | Years Employed |
| Yes | No |
|       |       |  |  |       |       |
|       |       |  |  |       |       |
|       |       |  |  |       |       |
|       |       |  |  |       |       |
|  ***Line*** ***A*** Total: |       |
| **Step 3b**: List the number of years of professional-level experience within candidate’s discipline (professional experience can include post-doctoral experience, experience as a manager in a governmental agency, industry research, etc.; but should not include experience in positions that do not normally require a terminal degree): |
| Position Title | Type of Experience | Name of Employer | %FTE | Years Employed |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|  Total: |       |
|  ***Line*** ***B***  Divide Total by two (2): |       |
|  ***Line C***  Add lines ***A*** and ***B***: |       |

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| **Step 4**: Adjust for Experience |
| If hiring at the Assistant Professor level (using the salary data for “New Assistant Professor”): add 2% for each year of experience totaled in ***Line C*** above to the candidate’s target salary: | **Completed Target Salary** |
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| If hiring at the Associate Professor or Professor level: * If the candidate has **more** than 4 years of experience in ***Line C***, add 2% for each of the years greater than four to the target salary. For example, if the candidate had 7 years of experience in ***Line C***, they have 3 additional years of experience, and their target salary would increase by (3 x 2% =) 6%.
* If the candidate has **less** than 4 years of experience in ***Line C***, subtract 2% for each year from the target salary. For example, if the candidate had only three years of experience listed in ***Line C***, their target salary would decrease by (1 x 2% =) 2%.
 | **Completed Target Salary** |
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| **Step 5**: Adjust for Exceptional Circumstances, if applicable |
| If needed, adjust the above figure to accommodate exceptional circumstances (describe in detail below). This can include exceptional education, experience, or certification; the necessary use of another market salary comparator (for example, State of Alaska average salary information); etc. *Describe circumstances*:       | **Target Salary** |
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Completed by:       Date:

Reviewed/approved by:       Date:

When completed, send a copy to the Provost’s Office

along with the request to hire.