**Initial Salary Placement Worksheet**

|  |  |
| --- | --- |
| 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.* | |

|  |  |
| --- | --- |
| **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: | $      - $ |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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***: | | | | |  |

|  |  |
| --- | --- |
| **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** |
|  |
| 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** |
|  |

|  |  |
| --- | --- |
| **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** |
|  |

Completed by:       Date:

Reviewed/approved by:       Date:

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

along with the request to hire.