

Initial Salary Placement Worksheet

Name:	UA ID#:
College/School:	Department:
Proposed Rank:	Joint Appointment?
Highest Degree:	Terminal Degree (y/n)?
CIP Code:	ECLS: <input type="checkbox"/> F9 Faculty <input type="checkbox"/> non-rep (FR/FN)
<p><i>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.</i></p> <p><i>CIPs for new position and changes to existing CIPs must be approved by the Provost.</i></p>	

Step 1: Salary Survey Information: The Provost's Office can provide you with this information.

OSU and/or CUPA data for proposed rank:	OSU High: \$ Average: \$ Low: \$	CUPA High: \$ Average: \$ 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:	
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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
Line B				Total:
Line C				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 <i>Line C</i> above to the candidate’s target salary:	Completed Target Salary
If hiring at the Associate Professor or Professor level: <ul style="list-style-type: none"> - If the candidate has more than 4 years of experience in <i>Line C</i>, 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 <i>Line C</i>, 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 <i>Line C</i>, subtract 2% for each year from the target salary. For example, if the candidate had only three years of experience listed in <i>Line C</i>, 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. <i>Describe circumstances:</i>	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.