

**ACTION MEMO TEMPLATE: EXECUTIVE/MANGERIAL SALARY ADJUSTMENT**  
**ACTION MEMO**

Date (right justified)

MEMORANDUM

*(Use appropriate routing)*

TO:            *Name*  
                  *President*

VIA:           *Name*  
                  *4 year Chancellor or Vice President for Community Colleges*

VIA:           *Appointing Authority Name*  
                  *Title*

FROM:        *Hiring Manager Name*  
                  *Title*

SUBJECT:     SALARY ADJUSTMENT FOR (NAME), (POSITION TITLE),  
                  (CAMPUS/SYSTEM)

SPECIFIC ACTION REQUESTED:

It is requested that the Chancellor approve the salary adjustment for (Name), (Position Title), (Campus/System), at an annual salary of (indicate annual salary) (indicate monthly salary).

*(NOTE: Annual salaries for executives should be whole numbers divisible by 12. For example, \$100,008 (\$8,334 monthly).)*

RECOMMENDED EFFECTIVE DATE:

(Month, date, year)

*(NOTE: Effective date should be no earlier than day after the Board of Regents meeting.)*

ADDITIONAL COST:

*Indicate additional cost and appropriate fund source. If no additional cost is associated with this request, also indicate in this section.*

PURPOSE:

Provide information regarding purpose of requested action.

BACKGROUND INFORMATION:

(Name)  
Date  
Page x

Pursuant to Board of Regents' Policy, RP 9.212, Executive and Managerial Personnel Policies, and the associated executive policy and procedure, requests for salary adjustments may be granted based on merit, subject to the availability of Board-authorized funds for salary adjustments. In addition, the President shall establish guidelines and approve salary adjustments for positions that do not report to the President, and shall report to the Board on guidelines used for salary adjustments of positions under the President's delegated authority. .

*Provide justification.*

*(NOTE: Suggest including applicable information such as:*

- 1. Appropriate justification for request including but not limited to value of incumbent to the University and incumbent's education, experience, and professional accomplishments*
- 2. Salary comparables – internal positions, CUPA-HR data, prevailing market data, and/or comparable industry salary survey*

**ACTION RECOMMENDED:**

It is recommended that the Board of Regents approve the salary adjustment of (Name), (Position Title), (Campus/System) effective (Date).

Attachment(s)

1. Curriculum Vitae

\_\_\_\_\_  
Name  
Chancellor

\_\_\_\_\_  
Date