Salary increase requests for faculty, TEAMS/USPS, postdoctoral associates, adjunct faculty, regular OPS, and student assistants will be considered monthly. College of Medicine departments/work units must submit such requests on or before the first day of the month using the attached College of Medicine "Salary Increase Request Form" in order for the requests to be considered that month.

All salary increase requests for faculty, TEAMS/USPS, postdoctoral associates, adjunct faculty, regular OPS, and student assistants must be submitted on the attached "Salary Increase Request Form" and must include sufficient justification to warrant the requested increase.

Salary increase requests associated with counter-offers for faculty and TEAMS/USPS employees and salary increase requests associated with the temporary assignment of duties to a TEAMS/USPS employee (e.g., to cover another employee's duties who is on a leave of absence) will be considered as they occur during the year. The effective date of such increases will be determined after all reviews and approvals have been obtained.

Reclassification requests for TEAMS/USPS employees that involve a proposed salary increase will be considered monthly on the same schedule as salary increase requests will be considered. Such requests must be submitted using the "Salary Increase Request Form" along with an updated position description with "tracked" duties/responsibilities changes.

The following criteria will be used to determine the appropriateness for approving salary increase requests.

- Salary increase requests for TEAMS/USPS employees associated with the assignment of additional duties must include an attached position description with "tracked changes" that outline the additional duties and a description of the methodology used to determine the new rate of pay.

- Salary increase requests for counter-offers for faculty and TEAMS/USPS employees must include information regarding the salary being offered and the prospective employer. A letter of offer received by the employee from the perspective employer, if available, also should be submitted with the request. The College of Medicine does not permit counter-offers for TEAMS/USPS employees being considered for an intra-college lateral, reassignment or promotion opportunity.

- Salary increase requests that address salaries considered below market or involve salary equity must include information regarding how the requested salary compares to internal and/or external salary benchmarks.

- Salary increase requests for TEAMS/USPS employees that involve the temporary assignment of additional duties must include a description of the additional duties being assigned, a description of the circumstances associated with the temporary assignment of duties, and a rationale for the proposed salary increase.

- All salary increase requests must be reviewed for funding/budget requirements by COM's Financial Services Division. It is expected that the requestor's budget and financial situation can support the increase, and that research salary will be funded from restricted sources.
All salary and reclassification requests must be submitted to the listserv at SVPHA-SI-REQUESTS-L@LISTS.UFL.EDU. Only requests that meet the criteria outlined above will be considered. Departments/work units will be notified of the status of their requests following the Office of the Dean's review. A request will be effective after all required approvals have been obtained. College of Medicine departments/work units also must include such approved requests in their respective annual budgets for the next fiscal year.

Questions regarding funding/budgetary requirements should be directed to Mr. Jeremy Sibiski. Questions regarding the salary increase process should be directed to Ms. Nelda Loper.

Policy Approved:  

Michael L. Good, M.D.  
Dean, College of Medicine  

Date: 2/16/16