OBJECTIVE: These guidelines are intended to clarify the process for which a counteroffer, either bona fide or pre-emptive, can be made resulting in a salary increase offer to a faculty member.

POLICY: Immediate offers to an employee either from outside the University or from another unit can be countered by an approved salary increase.

These salary increases should be negotiated with the faculty member to be effective at the beginning of the academic/appointment year, i.e., August 16th. Exceptions to this date require supporting justification from the department head, approval from the Dean of the College and the Provost before a commitment can be made, and will be processed under the UIC FPPG: 602—Mid-Year Salary Increase.

APPLICABILITY: All faculty

PROCEDURE: Requests for salary increases should be accompanied by a statement of justification along with curriculum vitae and forwarded through the normal departmental and college personnel approval channels to the Office of Faculty Affairs for Provost review and approval.

Justification for matching offers should include a copy of the offer letter for the outside institution or agency. If this is not possible, a statement indicating the institution/agency making the offer, the contact person’s name and title with that institution/agency, and the terms of the offer should be provided. See also – UIC FPPG: 602—Mid-Year Salary Increase

REFERENCES:
Faculty Affairs Handbook
Section IX: Compensation and Salary: Item G – Counter Offers