CBE Faculty Retention Process

Overview

A retention salary adjustment is a base salary increase intended to incentivize a faculty member to remain at the UW.

- Competitive adjustments are appropriate for an individual who has an offer of employment from another institution/organization, or when sufficient evidence indicates an offer is imminent.
- Preemptive adjustments are appropriate for an individual who is at significant risk of being successfully recruited by another institution/organization. The unit must demonstrate that the individual is actively pursued by another institution.

Eligibility

To be considered for a retention, the individual must meet the following criteria:

1. Was determined to be meritorious in the most recent merit review
2. Has not received a retention within the last three years
3. Is not in nor entering the year in which their mandatory review occurs

Additional considerations

- A retention adjustment is intended to underscore the institution's long-term commitment to the individual. As such, it is less common for those with annual or temporary appointments to be put forward for a retention adjustment.
- All faculty retention requests must comply with consultative processes described in Faculty Code 24-71.B3
- Retention salary adjustments must be funded within the unit's existing resources.
- The effective date of a retention salary adjustment must be prospective, not retroactive.

Request process

1. Department Chair completes the faculty consultation as required by Faculty Code 24-71.B3. As a reminder, consultation includes ALL voting faculty.
2. Department Chair transmits the following to the Dean's Office:
    a. Results of the faculty consultation
    b. Recommendation of the department chair, including a summary of the individual's merit and contributions to UW
    c. Evidence of external offer (competitive) or external interest (preemptive)
3. The dean's office will complete the necessary documentation and forms for submission and review to the Office of Academic Personnel and Faculty (APF).

4. Once APF approval is received by the Dean, a letter will be issued to the faculty member outlining the retention offer and any relevant information requiring the faculty member to accept the terms and conditions of the retention offer.
5. The signed retention offer will be returned to the Dean's Office, and CBE-HR will process the associated compensation change.