**College of Arts & Sciences**

**Retention Request Worksheet**

Departments should submit this request to your Senior Associate Dean and Associate Dean for Human Resources prior to drafting a retention offer to a faculty member who is being solicited for an outside offer of employment.

Please attach CV and supporting materials, such as outside offer letter (on letterhead) or other correspondence that demonstrates a bona fide offer of employment or potential offer.

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| **Employee Information** |

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| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Department #: |  |
|  |  |  |  |  |
| Current Rank: |  |  | Current Salary: | $ |
|  |  |  |  |  |
| Is the employee a PI? |  |  | Total Grant Dollars: | $ |
|  |  |  |  |  |
| Date of Last Retention: |  |  | PTR Overall Rating: |  |
| Joint appointment?  Current Teaching Load: | Not applicable/Not known  Yes  No    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Joint Department:  Secondary Appts: | Not applicable      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Pre-Emptive/Outside Offer Information** | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Recruiting Institution(s) |  | Rank: |  |
|  |  |  | Rank Not Known |
|  |  |  |  |
| Offer Amount (salary) | $ | Research | $ |
|  | Salary Not known |  | Not applicable/ Not known |
| Other comments/conditions related to outside offer: | | | |
|  | | | |

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| **Proposed Retention Terms** |

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| --- | --- | --- | --- |
| Offer Amount (salary) | $ | \*Research | $ |
|  |  |  |  |
| *\*Note: Departments will be responsible for 50% of the proposed salary and research funds.*  Explain the candidate’s credentials and/or research impact. Please address overall teaching performance. ***Sensitive issues should be discussed directly with the Senior Associate Dean.*** | | | |
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| **Retention Justification** |

How did you arrive at the proposed retention package, including salary? Please address potential internal equity impact.

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Use the space below to list any other sources of research funds (e.g., IAH) and length of time:

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|  |

Explain how this retention will affect the department’s diversity and/or strategic plan:

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| **Dean’s Office Use ONLY** |

Comments/Special Instructions (if applicable):

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**Instructions:**

The Senior Associate Dean will review the proposed terms and justification. If the terms, justification and documentation are sufficient, the Senior Associate Dean will coordinate with the department chair to draft the retention offer. Prior to the offer being extended to the candidate, the final draft must be reviewed and approved by your Senior Associate Dean and Associate Dean for Human Resources.