



Staff salary and job action approval matrix

Salary adjustment

Resulting from	Permissible change	Documentation required	Approval required ¹
Promotion^a Competitive or non-competitive (including waiver of recruitment)	Up to and including 20% of current salary or to low end of market zone		Dean or VP
	> 20% of current salary	Justification of percent requested	Provost, EVP or CFO
In-category promotion^b Competitive or Non-Competitive (including waiver of recruitment)	Up to and including 20% of current salary or to low end of market zone		Dean or VP
	> 20% of current salary	Justification of percent requested	Provost, EVP or CFO
Reassignment^c	Up to and including 20% of current salary OR to low end of market zone	Scope of job change described resulting in lower MRP or category	Dean or VP
	> 20% of current salary	Justification of percent requested	Provost, EVP or CFO
Any job transfer^d Competitive or non-competitive	0 percent	No change to scope	
	Up to and including 20% of current salary	Significant increase in scope	Dean or VP
	> 20% of current salary	Major increase in scope	Provost, EVP or CFO
Retention	Any amount	Confirmation of job offer	Provost, EVP or CFO

Staffing

Action	Approval required*
Hire – Increase in headcount	Provost or EVP/CFO
Hire – Backfill of vacated position	Dean, VP or Designee
Hire – Waiver of recruitment	Dean, VP or Designee**

Definitions

- ^a **Promotion:** Moving to a different job with greater responsibilities, *in a higher category* with higher pay.
^b **In-category promotion:** Moving to a different job with greater responsibilities *in the same category* with higher pay.
^c **Reassignment:** Change in responsibilities to current job; may result in review of pay.
^d **Job transfer:** Same job title or remains in same category and MRP, may be in a different work location and/or department.

* Copy of approval email from dean, vice president, provost, executive vice president or chief finance officer must be sent to DL.ORG.HR.STAFFING by hiring department. ** May also require review from Talent Acquisition (Dan Klug).

¹ Salary increases that require funding from outside the home college or unit require approval of the provost, executive vice president or chief financial officer.

NOTE: Job changes from student worker, intern, management intern or similar to regular staff jobs — as well as off-cycle performance-based salary adjustments up to and including 20% — must be approved by dean or vice president.