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 salary range.		Dean or VP
	> 20% of current salary.	Justification of percent requested	Provost, EVP, or delegate
In-Management Level promotion[b] Competitive or Non-Competitive (including waiver of recruitment)	Up to and including 20% of current salary or to low end of salary range.		Dean or VP
	> 20% of current salary.	Justification of percent requested	Provost, EVP, or delegate
Reassignment[c]	Up to and including 20% of current salary OR to low end of salary range.	Scope of job change described resulting in lower midpoint or management level	Dean or VP
	> 20% of current salary	Justification of percent requested	Provost, EVP, or delegate
Any Job Transfer[d] Competitive or Non-Competitive	Zero 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 delegate
Retention	Up to and including 20% of current salary	Confirmation of job offer	Dean or VP
	> 20% of current salary	Confirmation of job offer	Provost, EVP, or delegate

STAFFING	
ACTION	**APPROVAL REQUIRED***
Hire – Increase in headcount	Provost or EVP
Hire – Backfill of vacated position	Dean, VP or Delegate
Hire – Waiver of recruitment	Dean, VP or Delegate
DEFINITIONS	[a] **Promotion**: Moving to a different job with greater responsibilities in **higher management level** and higher pay. [b] **In-management level promotion**: Moving to a different job with greater responsibilities **in the same management level and higher Job Level** 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 Management Level and midpoint, maybe in a different work location or department.

***** Copy of approval email from dean, vice president, provost or executive vice president must be submitted as an attachment via WD.

[1] Salary increases that require funding from outside the home college or unit always require provost or executive vice president or designee approval.

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%, are approved by dean or vice president.

Revised 03/2026