### SALARY ADJUSTMENT

<table>
<thead>
<tr>
<th>RESULTING FROM</th>
<th>PERMISSIBLE CHANGE</th>
<th>DOCUMENTATION REQUIRED</th>
<th>APPROVAL REQUIRED</th>
</tr>
</thead>
</table>
| **Promotion**<sup>a</sup>  
  Competitive or Non-Competitive (including waiver of recruitment) | Up to & including 20% of current salary  
  OR to low end of market zone (MRZ)  
  > 20% of current salary | Justification of % requested | Dean or VP |
| **In-Category Promotion**<sup>b</sup>  
  Competitive or Non-Competitive (including waiver of recruitment) | Up to & including 20% of current salary  
  OR to low end of market zone (MRZ)  
  > 20% of current salary | Justification of % requested | Provost or EVP/CFO |
| **Reassignment**<sup>c</sup>  | Up to & including 20% of current salary  
  OR to low end of market zone (MRZ)  
  > 20% of current salary | Scope of job change described resulting in lower MRP or category | Provost or EVP/CFO |
| **Any Job Transfer**<sup>d</sup>  
  Competitive or Non-Competitive | 0%  
  Up to and including 20% of current salary  
  > 20% of current salary | Significant increase in scope  
  Major increase in scope | Provost or EVP/CFO |
| **Retention**                                                                 | Any amount                                                                                             | Confirmation of job offer                                  | Provost or EVP/CFO |

### STAFFING

<table>
<thead>
<tr>
<th>ACTION</th>
<th>APPROVAL REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire – Increase in Headcount</td>
<td>Provost or EVP/CFO</td>
</tr>
<tr>
<td>Hire – Backfill of Vacated Position</td>
<td>Dean, VP or Designee</td>
</tr>
<tr>
<td>Hire – Waiver of Recruitment</td>
<td>Dean, VP or Designee&lt;sup&gt;**&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

### DEFINITIONS

- **Promotion** – Moving to a different job with greater responsibilities, **in a higher category** with higher pay
- **In-Category Promotion** – Moving to a different job with greater responsibilities **in the same category** with higher pay
- **Reassignment** – Change in responsibilities to current job; may result in review of pay
- **Job Transfer** – Same job title OR remains in same category and MRP, may be in a different work location and/or department

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<sup>a</sup> Salary increases that require funding from outside the home college or unit always require Provost or EVP/CFO approval.  
<sup>b</sup> May also require review from Office of Equity and Inclusion  
<sup>c</sup> Copy of approval email from Dean, VP, Provost or EVP/CFO must be sent to DL.ORG.HR.STAFFING by hiring department.  
<sup>**</sup> 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 VP.