

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 CFO
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 CFO
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 CFO
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 CFO
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 CFO
STAFFING			
ACTION	APPROVAL REQUIRED*		
Hire – Increase in headcount	Provost or EVP		
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 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, may be in a different work location or department.		

* Copy of approval email from dean, vice president, provost or executive vice president/chief finance officer must be sent to DL.ORG.HR.STAFFING by hiring department.

** May also require review from Culture and Inclusion.

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