Faculty/Academic Staff

No Salary Increase Model Letter

Faculty and academic staff salary notification letters are generated by the department through Business Intelligence reports. Individuals who **do not** receive a pay increase **will not** have a letter generated through the system and shall be notified separately by the department. Please use this letter as a model for notification.

DATE

Dear NAME:

Based upon review of your performance over the last review period, and in consultation with the departmental advisory committee (insert the appropriate name of the review committee), I write to inform you that you will not receive a salary increase this year. As noted in prior discussions, we will continue to work towards improved performance over the next year.

Regards,

DEPARTMENT CHAIR