

## **Instructions for Assembling the FACULTY SALARY REVIEW BINDER**

The Faculty Salary Review Binder is prepared by the Schools and Colleges for review by the Provost and the President.

When you have finished entering your recommendations, please contact Paul Lawrence at [plawrenc@bu.edu](mailto:plawrenc@bu.edu) or 353-1945 to obtain your completed C5 forms for the binder. These forms will contain your salary recommendations and comments.

The binder should contain the following when submitted to the Provost's Office:

- A cover memo from the Dean/Director. This memo should include any special requests or notes not included in the Dean's written recommendation justifications, and state the total dollar amount being recommended for the school/college.
- A memo containing a detailed explanation of how the merit review is conducted within your unit. If your school or college consists of several departments, please detail your procedures down to the departmental level. Please record the precise evaluation methodology used for each department.
- Page 1 of the Faculty Annual Report (summary page) for Calendar Year 2012.
- The C5 forms with the Dean's/Director's salary recommendations and justifications. Please note that *C5 forms should be sorted by the C5 page number* found on each form. (Your C5 forms will already be sorted when they are delivered to you.) This will ensure that the order of faculty is correct as you assemble the binder.
- Dividers between departments/divisions.
- Please include separate sections for part time and research faculty recommendations, with a cover memo for each section.

To reduce the amount of paper and for ease of review, the Faculty Salary Review Binder should be prepared double sided and so that the Faculty Annual Report summary page appears on one side and the C5 page appears on the other. This permits a faculty member's annual report and C5 page to be viewed at the same time without turning pages. **Please note: the Faculty Annual Report Summary page should be on the left side and the C5 page should be on the right side.**

Thank you for your help with this important process.