

Salary Request Form for Academic Units

This form should be used to obtain Provost approval for salary requests, including base salary increases greater than 10% for promotions, equity, regrades, etc. as well as all overbases exceeding 10% of employee's base salary.

All requests must be evaluated by Compensation for leveling and salary range and approved by the senior leader of the Unit before submission. Areas should complete the Position Evaluation Request Form on Human Resources' website to request Compensation evaluation.

Please send completed form to budgprov@bu.edu after approval by the appropriate senior leader.

Requester Information

Name

Title

School / College / Department

Date of Submission

Person to Return this Form to:

Name

Email

Type of Salary Payment, select one of the following:

Increase to Base Salary

Overbase

Position Information:

Position #

Position Title

Current Annual Salary

If Increase to Base Salary:

New Position Title (if applicable)

Proposed New Annual Salary

Compensation Approved Salary or Range

Compensation Evaluation Case Number

How is this position funded, check all that apply:

Unrestricted

Designated Funds

Spendable Endowment

Gift

Grant

If Overbase:

Period of payments:

Start

End

Amounts:

Per Pay Period

Total Overbase Payment

Narrative Explanation of why this Base Salary increase is needed or why the Overbase payment is being requested:

Approvals:

Dean/Department Senior Leader Approval *

Name of Dean/Department Senior Leader

Email

Date

**By selecting 'Yes,' I certify that the information submitted on this application is true and correct to the best of my knowledge and that the Dean or the appropriate senior leader has approved of this request*

Provost Approval

Signature

Date