**NOTIFYING FACULTY AND/OR ACADEMIC STAFF OF THEIR   
SELECTIVE SALARY SCORES**

Dear [Mr./Ms./Dr.] [LAST NAME],

Below are the [departmental/school/college/unit] selective salary scores assigned after review by your [departmental/school/college/unit] salary committee.

|  |  |  |
| --- | --- | --- |
| **Scholarship/Research** | **Teaching** | **Service** |
| [Enter score here] | [Enter score here] | [Enter score here] |

Faculty receiving a score of 3, 3.5, or 4 in any category may request a meeting with their chair/director or similarly situated unit administrator within ten (10) days to ascertain the reasons for the scores(s) and review recommendations, and resources available, including funds, for improvement.

[INCLUDE PARAGRAPH IF NECESSARY] \*Please note, the scores above are NOT final scores (two additional levels of review will be completed). The scores provided above should not be used to calculate merit related salary increases.

Sincerely,

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[DEPARTMENT CHAIR/ADMINISTRATOR SIGNATURE]