

The University of Chicago
Division of the Biological Sciences
Pritzker School of Medicine
Office of Academic Affairs

TO: Academic Affairs Administrators

FROM: Paul V. Anderson, Assistant Dean and Executive Director

RE: Compensation change request process for Research Associates

DATE: February 19, 2016

Dear Colleagues,

Please follow the process steps below when requesting an increase to the compensation of a Research Associate:

Compensation change request process for Research Associates

Requests for increases to the compensation of Research Associates are ordinarily not part of the annual budget process and may be requested with suitable documentation of the justification for the request. Requests for retroactive increases to compensation may require additional documentation and do require prior consultation with the Office of Academic Affairs (OAA). Here are the steps to follow when proposing a compensation increase for Research Associates:

Step 1 Submit a “Compensation Change” and “Update Costing Allocation” in Workday, including all the correct information prior to submission of paper case to OAA:

- Effective date for the proposed change
- End date that matches the current approved appointment dates
- Compensation increase amount
- FAS account(s)

Step 2 Submit the paper case to OAA at least one month before the effective date of the requested increase.

Components:

_____ Chair’s letter to Dean

- Terms of salary increase: i.e., start date and end date (this should match and not exceed the previously approved appointment); new amount, and percentage increase

- FAS account(s) information
- Rationale for the proposed compensation increase

_____ Signed attestation of funding availability

_____ Updated curriculum vitae

This, and other process guides, will be posted in due course to the OAA website.