



**Retention Offer Data and Approval Form**

Faculty Information	
Faculty Name:	Rank/Status:
School:	Department:

**Retention Elements** *(to be filled in by HRBP per retention offer letter)*

Salary Details	
Current Base Salary:	10-month      12-month
Increase <i>in Dollars</i>	
Provided by school:	
Provided by other source:	Describe other source:
Years of other source funding:    1    2    3	

Research Funding/Support	
Provided by School Total cash equivalent:	Describe details:
Provided by Other Source Total cash equivalent: Describe other source:	Describe details:
REPEAT for each external source (separate page) as attachment.	

Teaching Load Adjustment
Provided by school, describe details:

Professional Development Programming/Other Terms	
Provided by School Total cash equivalent:	Describe details:
Provided by Other Source Total cash equivalent: Describe other source:	Describe details:

Documentation
Attach confirmation from all non-RC sources.
Include a brief description (separate page) of the reason for special retention efforts.
Attach an explanation of planning for the department moving forward.
Attach retention offer letter.



Approved By:	
Academic Affairs – Kathy Johnson	Academic Affairs – Gina Sanchez Gibau
FIAD – Camy Broeker	OEO – Anne Mitchell

For Office Use Only	
Date of implementation of offer:	
Candidate demographic information (gender, ethnic identification per HR records):	
Faculty accepts offer.	Faculty resigns. Destination if known:

**REVIEW AND SUBMISSION**

The school/unit HRBP is responsible for submitting this form and required documentation in **one PDF** file to the Office of Academic Affairs at [acadhr@iupui.edu](mailto:acadhr@iupui.edu).

If approved, please attach a copy of this form to the eDoc.