



**IUPUI**

OFFICE OF ACADEMIC AFFAIRS

### **Mid-Year Salary Adjustment**

Outside of the annual merit raises and raises upon promotion

Points to consider:

- Normally, Trustees expect salaries among faculty to vary over time, as annual raises are based almost exclusively on individual merit. [ACA-28](#)
- If an issue of equity may be involved, contact the Office of Equal Opportunity. They can do the appropriate salary analysis.
- IUPUI allows cash bonuses to be paid (not additions to base), based on developed policies at the school level: [Faculty Bonus Plan for IUPUI](#)
- Some schools or departments may have revenue-sharing models for Indirect Cost Recovery.
- Consider nominating faculty for [awards](#); some involve one-time bonuses, and others involve increases to base salaries.

For changes outside of annual merit raises, or raises upon promotion:

- A specific offer from another institution is the most common reason but is **not required**.
- Contact Faculty Affairs ([rapplega@iupui.edu](mailto:rapplega@iupui.edu) or [acadhr@iupui.edu](mailto:acadhr@iupui.edu)) early in the process. Include information about the competitiveness of the current and future salary for the school's goals for that position—the reasoning for the offer.
- Do not make any promises to be fulfilled in the future; do not imply that promotion or tenure standards or procedures will change. (Credit of years towards tenure must be negotiated at the time of hire, not afterwards).
- OAA must approve the offer: send a copy of the offer / change letter plus the faculty member's CV to faculty affairs.

Sample letter: *from the Dean*:

XXXX

Dear Dr. X,

In light of your contributions and your continued value to the School / Department, we are pleased to provide you with a one-time increase to your annual base pay of \_\_\_\_\_. All future increases due to annual merit raises will be applied to this new base salary.

We appreciate your dedication and ask that you formally accept this offer with your signature:

XXXX

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For questions related to faculty affairs, please contact the  
IUPUI Office of Academic Affairs team at [acadhr@iupui.edu](mailto:acadhr@iupui.edu)