



COLLEGE OF ENGINEERING
**Preemptive Retention Packet
 Cover Sheet**

Complete and send to:
 College of Engineering
 ATTN: Assistant to the Dean
 Box 352180

1. NOMINEE INFO:

NOMINEE NAME: _____
 APPT. DEPARTMENT: _____
 TITLE: _____
 EFFECTIVE DATE: **JANUARY 1**
 PROPOSED % INCREASE: _____
 PROPOSED SALARY: _____

2. DEPARTMENT CONTACT:

CHAIR: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____
 BOX #: _____

3. COMMENTS:

4. APPROVALS:

X _____
 Chair's Signature Date

X _____
 Dean's Signature Date

5. ATTACHMENTS AND REMINDERS

REQUIRED ATTACHMENTS:

- This signed cover sheet
- Letter from Chair to Dean with a summary of performance over the last three years, and justification for the nomination, including the following factors:
 - o Research Activities
 - o Funding History
 - o Scholarship and Teaching Activities
 - o Current Salary and Proposed Salary (5%, 10% or 15%)
 - o Department Contributions
- Current CV

A note about this nomination: Approval of the salary increase requested in this nomination process is subject to Dean's discretion and approval.