Salary Letter (as of July 1, 2018)—Tenure Stream

Personal & Confidential

[date]

[name]

[address]

Dear [ ]:

I am writing to inform you of your salary increase effective July 1, 2018 as a result of PTR and of the implementation of the first year of a two-year agreement with UTFA regarding salary and benefits for faculty members and librarians for the period from July 1, 2018 to June 30, 2020.

In respect of PTR, this increase reflects [include rationale for the increase here or in a separate letter]

In addition, effective July 1, 2018, all faculty and librarians are entitled to an across the board [ATB] increase of 1.9%, subject to the maximum flat dollar amount of $3,115 (pro-rated for part-time faculty and librarians in accordance with their FTE) pursuant to the PTR Mechanism agreed to for 2017-18.

This increase will be implemented for the July 2018 pay.

The following sets out your total salary increases and your new base salary effective July 1, 2018.

|  |  |
| --- | --- |
| June 30, 2018 base salary | $ |
| July 1, 2018 1.9% ATB, subject to the maximum flat dollar amount of $3,115 (pro-rated for part-time faculty and librarians in accordance with their FTE for those above the reference point.) | $ |
| July 1, 2018 PTR award | $ |
| July 1, 2018 5% Merit - Excellence/Small Group Award, (delete this row if not applicable) | $ |
| July 1, 2018 base salary | $ |

Yours sincerely,

Professor and Chair

Department of [ ]