

**RETENTION PACKAGE  
(MATCHING OUTSIDE OFFER)**

**NAME:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**AMOUNT OF INCREASE: \$** \_\_\_\_\_

**PLEASE REFER TO DOCUMENT LISTING THE REASONS FOR INCREASE**

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• CIG Approval</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Outside Offer Letter to Faculty</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Letter from Chair to Dean</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Letter from Dean to RBHS Chancellor</li> </ul>			Office of Faculty Affairs
<ul style="list-style-type: none"> <li>• CV</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Benchmark data (if applicable)</li> </ul>			Office of Faculty Affairs
<ul style="list-style-type: none"> <li>• G/L String</li> </ul>			Department
<u>Complete Process:</u>			
<ol style="list-style-type: none"> <li>1. Prepare FTF/Upload into Perceptive Content</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>2. Finance approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>3. Dean's approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>4. RBHS approval</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>5. Send FTF to UHR</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>6. Update FIS</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>7. Prepare and Email Confirmation Letter</li> </ol>			Office of Faculty Affairs
<ol style="list-style-type: none"> <li>8. File Documents</li> </ol>			Office of Faculty Affairs