

**HUMAN RESOURCES**

 University of Calgary

 2500 University Drive N.W.

 Calgary, Alberta T2N 1N4

**CONFIDENTIAL**

**TO**: Penny Werthner, Interim Provost and Vice-President (Academic)

**CC:** Sheila Miller, Faculty Association **DATE**: January 12, 2024

**FROM:**

**MARKET SUPPLEMENT RENEWAL**

|  |  |
| --- | --- |
| **Academic’s Name:**  |  |
| **UCID Number:**  |  |
| **Department:**  | **Faculty:** |
| **Appointment Type:** | **Rank:**  |
| **Current Rank Salary:**  |
| **Current Market Supplement value:**  | **End date:** |
|  |
| **Choose one of the options below:**Note that all choices require a rationale to be provided on page two  |
| [ ]  **1. Renew Market Supplement at current level:** |
|  | **$** | **From:** | **To:** |
| [ ]  **2. Decrease Market Supplement** |
|  | **$** | **From:** | **To:** |
| [ ]  **3. Gradually decrease Market Supplement as follows:** |
|  | **$** | **From:** | **To:** |
|  | **$** | **From:** | **To:** |
|  | **$** | **From:** | **To:** |
|  | **$** | **From:** | **To:** |
| [ ]  **4. Allow Current Market Supplement to expire as of:** |
| [ ]  **5. Renew Market Supplement at increased level:** |
|  | **$** | **From:** | **To:** |
| **Source of funds for this Market Supplement:** |  |
| **Description / Rationale** Please include a statement and/or available information regarding competitive pressures in the academic market for this discipline, offers from other institutions, etc. |
| **RECOMMENDED by Dean (or administrative equivalent) to the Provost & Vice-President (Academic):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Date |
| **ACTION of the Provost & Vice-President (Academic)** By signing this document, I hereby approve the details as described herein:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature Date |

Please send completed form to Human Resources via email to academic.contracts@ucalgary.ca

If you have any questions concerning this information, please contact the HR Contracts team at (403) 210-9300.

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