UNIVERSITY OF CALGARY

Market Supplement Renewal Request Form

People & Culture

CONFIDENTIAL

To:	Sandra Davidson, Provost and Vice-President (Academic)	**CC:**	Faculty Association
Date:			
From:			

Details of Rank Appointment

Prefix: _____ First Name: _____ Last Name: _____

Employee ID: _____ Appointment Type: _____

Rank: _____ Expiry Date *(if applicable)*: _____ Rank Salary: _____

Faculty: _____ Department/Area: _____

Market Supplement Request

Current market supplement value: _____ End date: _____

☐ **Renew Market Supplement at Current Level -** Amount: _____ From: _____ To: _____

☐ **Increase Market Supplement -** Amount: _____ From: _____ To: _____

☐ **Decrease Market Supplement -** Amount: _____ From: _____ To: _____

☐ **Decrease Market Supplement Gradually** Amount: _____ From: _____ To: _____

Amount: _____ From: _____ To: _____

Amount: _____ From: _____ To: _____

Amount: _____ From: _____ To: _____

Amount: _____ From: _____ To: _____

☐ **Allow Market Supplement to Expire As Of:** _____

Funding Source

Please complete if accounting will not default to department/area above.

Fund	Dept ID	Account	Internal

Recovery Details: _____

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.

Signatures/Approvals – Use the Fill/Sign Tool

RECOMMENDED by the Dean (or Administrative Equivalent) to the Provost & Vice-President (Academic):

Name: _____ Signature: _____ Date: _____

ACTION of the Provost and Vice-President (Academic):

Name: _____ Signature: _____ Date: _____

For questions, please visit the Market Supplement website or contact academic.contracts@ucalgary.ca

This information is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act (POPA). It is required for payment purposes and becomes part of personal record. If you have any questions about the collection or use of this information, please contact the Human Resources office at (403) 210 9300.