**Memorandum**

**To:** Dean

**From:** Department Chair

**Re:** Out of Cycle Increase – Faculty Name

 Department of \_\_\_\_\_

**Date:**

I would like to recommend (faculty’s name) to receive an out-of-cycle increase in the amount of $(dollars), effective (date), to provide recognition for (state rationale for the increase).

*\**In this paragraph, please expound on the accomplishments of the faculty to support your rationale. The rationale must be based upon one of the reasons allowed by the contract. Please refer here: [https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/RBHS-OUT-OF-CYCLES-Final-060123.pdf\*](https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/RBHS-OUT-OF-CYCLES-Final-060123.pdf%2A)

This out-of-cycle increase will be a one-time, lump-sum payment **OR** added to their (INSERT either academic base or supplement)

Their new annual salary will be $(dollars). This includes an academic base of $(dollars), which includes (outline all salary components included in the academic base, i.e., compensation for additional services) and (if applicable) a supplemental component of $(dollars).

Thank you for considering this request.